

## **GRANGE-OVER-SANDS TOWN COUNCIL FREEDOM OF INFORMATION ACT (2008) PUBLICATION SCHEME MAY 2022**

Information to be published	How the information can be obtained	Cost
<b>Class1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts). This will be current information only.		
Who is on the Council and on Council Committees	Website and Email Noticeboard Hard copy – contact Clerk	Free Free 10p/sheet
Contact details for Town Clerk and Council members: (named contacts with telephone number and email address)	Website and Email Noticeboard Hard copy – contact Clerk	Free Free 10p/sheet
Location of main Council office and access details	Website and Email Noticeboard Hard copy – contact Clerk	Free Free 10p/sheet
Staffing structure	Website and Email Hard copy – contact Clerk	Free 10p/sheet
<b>Class 2 – What we spend and how we spend it</b> (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit). Current and previous financial year as a minimum		
Annual return form and report by auditor	Website and Email Hard copy – contact Clerk	Free 10p/sheet
Finalised budget	Website and Email Hard copy – contact Clerk	Free 10p/sheet
Precept	Hard copy – contact Clerk	10p/sheet
Borrowing Approval letter (if applicable)	Inspection – contact Clerk	Free
Financial Standing Orders and Regulations	Website and Email Hard copy – contact Clerk	Free 10p/sheet
Grants given and received (if applicable)	Not applicable	
List of current contracts awarded and value of contract	Website and Email Hard copy – contact Clerk	Free 10p/sheet
Members' allowances and expenses (if applicable)	Hard copy – contact Clerk	10p/sheet
<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)		
Council Action Plan	Website and Email Hard copy – contact Clerk	Free 10p/sheet
Annual Report to Town Meeting (if applicable)	Not applicable	10p/sheet
Quality status	Not applicable	
Local charters drawn up in accordance with DCLG guidelines	Not applicable	
<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions)		
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Website and Email Noticeboard Hard copy – contact Clerk	Free Free 10p/sheet
Agendas of meetings (as above)	Website and Email Noticeboard (Current) Hard copy – contact Clerk	Free Free 10p/sheet
Minutes of meetings (as above) – this will exclude information that is properly regarded as private to the meeting.	Website and Email Hard copy – contact Clerk	Free 10p/sheet
Reports presented to council meetings - this will exclude information that is properly regarded as private to the meeting.	Email Hard copy or Email Distribution Group – contact Clerk	Free 10p/sheet

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Responses to consultation papers	Email Hard copy – contact Clerk	Free 10p/sheet
Responses to planning applications – published as part of minutes	Email Hard copy – contact Clerk	Free 10p/sheet
Bye-laws	Not applicable	
<b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only		
Policies and Procedures for the conduct of Council business, including Procedural Standing Orders, Committee and Sub-Committee Terms of Reference, Code of Conduct.	Email and Website Hard copy – contact Clerk	Free 10p/sheet
Policies and procedures for the provision of services and the employment of staff, including Health and Safety Policy, Policies and Procedures for handling requests for information, Complaints Policy and Procedures (including those covering requests for information and operating the publication scheme)	Email Hard copy – contact Clerk	Free 10p/sheet
Records Management Policies (records retention, destruction and archive)	Email Hard copy – contact Clerk	10p/sheet
Data Protection policies	Email and Website Hard copy – contact Clerk	10p/sheet
Schedule of charges (for the publication of information) – this document	Noticeboard Email Hard copy – contact Clerk	Free Free 10p/sheet
<b>Class 6 – Lists and Registers</b> Currently maintained lists and registers only		
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	Not applicable	
Assets Register	Inspection only – contact Clerk	
Disclosure log (indicating the information that has been provided in response to requests; recommended as good practice, but may not be held by parish councils)	Inspection only – contact Clerk	
Register of members' interests	District Council Website	
Register of gifts and hospitality	Inspection only – contact Clerk	
<b>Class 7 – The services we offer</b> (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only		
Allotments	Inspection only – contact Clerk	
Burial grounds and closed churchyards	Not applicable	
Community centres and village halls	Inspection only – contact Clerk	
Parks, playing fields and recreational facilities	Inspection only – contact Clerk	
Seating, litter bins, clocks, memorials and lighting	Inspection only – contact Clerk	
Bus shelters	Inspection only – contact Clerk	
Markets	Not applicable	
Public conveniences	Inspection only – contact Clerk	
Agency agreements	Not applicable	
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Not applicable	
<b>Additional Information:</b> Information that is not itemised in the lists above: None		

**SCHEDULE OF CHARGES** This describes how the charges have been arrived at and should be published as part of the guide.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
<b>Disbursement cost</b>	Photocopying @ 10p per sheet (black & white)	Actual cost
	Postage	Actual cost of Royal Mail 2 <sup>nd</sup> class

The Town Clerk, Grange Town Council, Council Offices, Main Street, Grange-over-Sands, Cumbria, LA11 6DP  
 council@grangeoversands.net www.grangeoversandstowncouncil.gov.uk

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