

GRANGE-OVER-SANDS TOWN COUNCIL FREEDOM OF INFORMATION ACT (2008) PUBLICATION SCHEME MAY 2023

| Information to be published | How the information can be obtained | Cost |
|---|---|---------------------------|
| Class1 - Who we are and what we do (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 |
| Class 2 – What we spend and how we spend it (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 |
| Class 3 – What our priorities are and how we are doing (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 | |
| Class 4 – How we make decisions (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 | |
| Class 5 – Our policies and procedures (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 |
| Class 6 – Lists and Registers 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 | |
| Class 7 – The services we offer (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 | |
| Additional Information: 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 |
|--------------------------|--|---|
| Disbursement cost | Photocopying @ 10p per sheet (black & white) | Actual cost |
| | Postage | Actual cost of Royal Mail 2 nd class |

The Town Clerk, Grange Town Council, Council Offices, Main Street, Grange-over-Sands, Cumbria, LA11 6DP
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