

# Publication Scheme - Information available from Clifton Community Council

[www.cliftoncommunitycouncil.uk](http://www.cliftoncommunitycouncil.uk)

Information to be published	How the information can be obtained	Cost
<b>Class1 - Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only</b>		
Who's who on the Council and its Committees	Website Email Hard copy from the Clerk	Free Free 5p per sheet
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website Email Hard copy from the Clerk	Free Free 5p per sheet
Staffing structure	Only the clerk employed	

<b>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)</b>		
Annual return form and report by auditor	Website Hard copy from the Clerk	5p per sheet
Finalised budget	Email Hard copy from the Clerk	Free 5p per sheet
Precept	Email Hard copy from the Clerk	Free 5p per sheet
Financial Standing Orders and Regulations	Website Hard copy from the Clerk	Free 5p per sheet
Grants given and received	Email Hard copy from the Clerk	Free 5p per sheet

<b>Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)</b>		
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Website (as part of May meeting minutes) Hard copy from the Clerk	Free 5p per sheet

<b>Class 4 – How we make decisions (Decision making processes and records of decisions)</b>		
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Email Website Hard copy from the Clerk	Free Free 5p per sheet

Agendas of meetings and associated papers	Email Hard copy from the Clerk	Free Free 5p per sheet
Minutes of meetings (including responses to Consultation Papers & Planning Applications)– nb this will exclude information that is properly regarded as private to the meeting.	Email Website Hard copy from the Clerk	Free Free 5p per sheet

### **Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)**

Policies and procedures for the conduct of council business:  Standing Orders General Data Protection Policies Code of Conduct Financial regulations Complaints Procedure (including those covering requests for information and operating the publication scheme)	Email Website Hard copy from the Clerk	Free Free 5p per sheet
Policies and procedures for the provision of services and about the employment of staff:  Equality and diversity policy	Email Website Hard copy from the Clerk	Free Free 5p per sheet
Records management policies (records retention, destruction and archive)	Email Website Hard copy from the Clerk	Free Free 5p per sheet
Data protection policies	Email Website Hard copy from the Clerk	Free Free 5p per sheet
Schedule of charges (for the publication of information)	Email Website Hard copy from the Clerk	Free Free 5p per sheet

### **Class 6 – Lists and Registers (Currently maintained lists and registers only)**

Any publicly available register or list	Not applicable	
Assets Register	Email Website Hard copy from the Clerk	Free Free 5p per sheet
Disclosure log (indicating the information that has been provided in response to requests)	Email Hard copy from the Clerk	Free Free 5p per sheet
Register of members' interests	Website	Free

**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**

Seating, litter bins, clocks, memorials and lighting	Included on asset register	
Bus shelters	Included on asset register	

Contact details: Becx Carter, Clifton Community Council Clerk, 40 Windebrowe Avenue, Keswick, CA12 4JA [cliftonpc@outlook.com](mailto:cliftonpc@outlook.com) 07786678283

**SCHEDULE OF CHARGES**

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

<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b>BASIS OF CHARGE</b>
Disbursement cost	Photocopying @ 5p per sheet (black & white)	Actual cost *
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class

\* the actual cost incurred by the public authority