

Information available from Seascale Parish Council Under the Information Commissioner's model publication scheme

Who we are and what we do	How the information can be obtained	Cost ¹
Who's who on the Council and its Committees	On Seascale Parish Council web site Or from the Parish Clerk (see p7)	Free
Contact details for Parish Clerk and Council members	On Seascale Parish Council website Or from the Parish Clerk (see p7)	Free
Location of main Council office and accessibility details	The Parish Council meets at 7pm on the first Wednesday of every month in the Methodist Schoolroom, unless otherwise notified on website and noticeboards. The Schoolroom is accessible by wheelchair and has a disabled toilet.	Free
Staffing structure.	-There are two part-time staff members, the Janitor, who is not a point of contact, and the Parish Clerk, who will handle your query.	-

¹ Details of costs are given in the Schedule of Charges at the end of this document

What we spend and how we spend it	How the information can be obtained	Cost
Annual return form and report by auditor	Parish Clerk	Photocopying costs + post & packing
Finalised budget	On Seascale Parish Council website Or from the Parish Clerk*	* Photocopying costs + post & packing
Precept	On Seascale Parish Council website Or from the Parish Clerk	* Photocopying costs + post & packing
Financial Standing Orders and Regulations	The Responsible Financial Officer through The Parish Clerk.	Photocopying costs + post & packing
Grants given and received. Muncaster Parish Council does not make grants but if any are received records are kept by the Parish Clerk	Parish Clerk	Photocopying costs + post & packing
List of current contracts awarded and value of contract	Parish Clerk	Photocopying costs + post & packing
Members' allowances and expenses (members do not accept allowances or expenses for duties as Councillors of Muncaster Parish Council.)	Not applicable	-

What our priorities are and how we are doing	How the information can be obtained	Cost
Parish Plan	Not applicable	* Photocopying costs + post & packing
Annual Report to Parish or Community Meeting	On Seascale Parish Council website Or from the Parish Clerk*	* Photocopying costs + post & packing

How we make decisions	How the information can be obtained	Cost
Timetable of meetings	On Seascale Parish Council website Or from the Parish Clerk* and from village noticeboards	* Photocopying costs + post & packing
Agendas of meetings (as above)	On Seascale Parish Council website Or from the Parish Clerk* and from village noticeboards	* Photocopying costs + post & packing
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	On Seascale Parish Council website Or from the Parish Clerk* and from village noticeboards	* Photocopying costs + post & packing
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Recorded in minutes of Seascale Parish Council meetings or from Parish Clerk*	* Photocopying costs + post & packing
Responses to consultation papers	Recorded in minutes of Seascale Parish Council meetings and in relevant public consultation website or from Parish Clerk*	* Photocopying costs + post & packing
Responses to planning applications	Recorded in minutes of Seascale Parish Council meetings or from Parish Clerk*	* Photocopying costs + post & packing

Our policies and procedures	How the information can be obtained	Cost
Policies and procedures for the conduct of council business: <ul style="list-style-type: none"> • Procedural standing orders • Committee and sub-committee terms of reference • Delegated authority in respect of officers • Code of Conduct • Policy statements)))Parish Clerk))	Available by inspection (free)
Policies and procedures for the provision of services and about the employment of staff: <ul style="list-style-type: none"> • Internal policies relating to the delivery of services • Equality and diversity policy • Health and safety policy • Recruitment policies (including current vacancies) • Policies and procedures for handling requests for information • Complaints procedures (including those covering requests for information and operating the publication scheme))) According to Standing orders) Governance Tool-kit for Parish & Town Councils V3, 2009 Parish Clerk Parish Clerk	Available by inspection (free)
Information security policy	Parish Clerk	Available by inspection (free)
Records management policies (records retention, destruction and archive)	Parish Clerk	Available by inspection (free)
Data protection policies	Parish Clerk	Available by inspection (free)
Schedule of charges (for the publication of information)	On Seascale Parish Council website Or from Parish Clerk	

Lists and Registers	How the information can be obtained	Cost
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	Parish Clerk	Available by inspection (free)
Assets list	Contained within Budget information On Seascale Parish Council website or from Parish Clerk*	* Photocopying costs + post & packing
Register of members' interests	The Monitoring Officer, Copeland Borough Council and via the Clerk	Available by inspection (free)
Information on gifts and hospitality	Parish Clerk	Available by inspection (free)

The services we offer	How the information can be obtained	Cost
Community centres and village halls	Not applicable	Available by application (free)
Parks, playing fields and recreational facilities	Parish Clerk (free)	Available by application (free)
Seating, litter bins, clocks, toilets and lighting	Parish Clerk (free)	Available by application (free)
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Additional Information	How the information can be obtained	Cost
Any further information which needs to be published by law	On Seascale Parish Council website and/or Parish Clerk*	* Photocopying costs + post & packing

To access the Seascale Parish Council website go to www.seascaleparish.com

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Contact details:

Parish Clerk:

19 Mid Street
Whitehaven
CA28 9AZ

01946 430887

clerkseascalepc@gmail.com

Chairman:

Brian Goulding
Beachcroft
Drigg Road
Seascale
CA20 1NX

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Schedule of Charges

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 20p per sheet (black & white)	Information Commissioner's Office guidelines
	Photocopying @ 35p per sheet (colour)	Information Commissioner's Office guidelines
	Postage	Actual cost of Royal Mail standard 2 nd class