

Information available from Seascale Parish Council

Under the ICO publication scheme

Version 1.2
20151023 1

This model publication scheme has been prepared and approved by the Information Commissioner. It may be adopted without modification by any public authority without further approval and will be valid until further notice.

This publication scheme commits an authority to make information available to the public as part of its normal business activities. The information covered is included in the classes of information mentioned below, where this information is held by the authority. Additional assistance is provided to the definition of these classes in sector specific guidance manuals issued by the Information Commissioner.

- The classes of information will not generally include:
Information the disclosure of which is prevented by law, or exempt under the Freedom of Information Act, or is otherwise properly considered to be protected from disclosure.
- Information in draft form.
- Information that is no longer readily available as it is contained in files that have been placed in archive storage or is difficult to access for similar reasons.
- To proactively publish drafts, notes, older versions of documents that have been superseded, emails or other correspondence. Actions and decisions in relation to specific individuals are also unlikely to be covered.

Who we are and what we do	How the information can be obtained	Cost¹
Who's who on the Council and its Working groups	On Seascale Parish Council web site	
Contact details for Parish Clerk	On Seascale Parish Council website Or from the Parish Clerk (see p5)	

Information available from Seascale Parish Council Under the ICO publication scheme

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.	
Staffing structure.	The parish clerk who will handle your query	

What we spend and how we spend it	How the information can be obtained	Cost
Annual return form and report by auditor	On Seascale Parish Website	
Finalised budget	On Seascale Parish Council website	
Precept – under Annual return form	On Seascale Parish Council website	
Financial Standing Orders and Regulations	The Responsible Financial Officer through The Parish Clerk.	
Grants given and received.	See minutes available on Seascale parish website	
Members' allowances except travel expenses	Not applicable	-

Information available from Seascale Parish Council Under the ICO publication scheme

What our priorities are and how we are doing	How the information can be obtained	Cost
Parish Plan	Not applicable	
Annual Report to Parish or Community Meeting	On Seascale Parish Council website	
How we make decisions	How the information can be obtained	Cost
Timetable of meetings	SPC Standing Orders on Seascale Parish Council website	
Agendas of meetings	On Seascale Parish Council website	
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	On Seascale Parish Council website	
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	
Responses to consultation papers	Recorded in minutes of Seascale Parish Council meetings	
Responses to planning applications	Recorded in minutes of Seascale Parish Council	
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 • Working Groups terms of reference • Delegated authority in respect of officers • Code of Conduct • Policy statements 	On Seascale Parish Council website	
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 • Health and safety policy) According to Standing orders)	

Information available from Seascale Parish Council Under the ICO publication scheme

<ul style="list-style-type: none"> • 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) 	Governance Tool-kit for Parish & Town Councils Parish Clerk	
Records management policies (records retention, destruction and archive)	Parish Clerk	
Data protection policies	On Seascale Parish Council website	
Schedule of charges (for the publication of information)	See below, available on Seascale Parish Council website	

Lists and Registers	How the information can be obtained	Cost
Assets list	On Seascale Parish Council website	
Register of members' interests	The Monitoring Officer, Copeland Borough Council	

The services we offer	How the information can be obtained	Cost
Community centres and village halls	Not applicable	
Parks, playing fields and recreational facilities	Available in meeting minutes	
Seating, litter bins, clocks, toilets and lighting	Available in meeting minutes	

Information available from Seascale Parish Council Under the ICO publication scheme

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*	

To access the Seascale Parish Council website go to <https://www.seascaleparish.com/>

Contact details:

Parish Clerk:

clerkseascalepc@gmail.com

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
	Labour charge	£25.00 per hour