

Information available from Cockermouth Town Council under the Model Publication Scheme

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)		
Who's who on the Council and its Committees	Via our website	
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Via our website	
Location of main Council office and accessibility details	Via our website	
Staffing structure	Via our website	
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	Via our website	

Annual return form and report by auditor	Via our website	
Finalised budget	Via our website	
Precept	Via our website	
Borrowing Approval letter	n/a	
Financial Standing Orders and Regulations and Standing Orders	Via our website	
Grants given and received	Via our website	
List of current contracts awarded and value of contract	Via our website	
Members' allowances and expenses	Via our website	
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)		
Parish Plan (current and previous year as a minimum)	n/a	n/a
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Via our website	
Quality status	Progress update via our website	
Local charters drawn up in accordance with DCLG guidelines	n/a	n/a
Class 4 – How we make decisions (Decision making processes and records of decisions)		
Current and previous council year as a minimum		
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Via website	

Agendas of meetings (as above)	Hard copy	10p per A4
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Via website	
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Hard copy	10p per A4
Responses to consultation papers	Hard copy	10p per A4
Responses to planning applications	Hard copy	10p per A4
Bye-laws	Hard copy	10p per A4
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: Procedural standing orders Committee and sub-committee terms of reference Code of Conduct Policy statements	Via web site n/a Via web site n/a	
Policies and procedures for the provision of services and about the employment of staff:	Via Hard copy	10p per hard copy

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)		
Information security policy		
Records management policies (records retention, destruction and archive)		
Data protection policies		
Schedule of charges for the publication of information	Via web site	
Class 6 – Lists and Registers Currently maintained lists and registers only	(hard copy or website; some information may only be available by inspection)	
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	n/a	
Assets Register	Via web site	
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)		
Register of members' interests	Via web site	
Register of gifts and hospitality	Via web site	
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		
Allotment Rules	Hard copy	10p per

		A4
Burial grounds and closed churchyards		
Victoria Hall Fees and Charges	Hard copy	10p per A4
Parks, playing fields and recreational facilities		
Seating, litter bins, clocks, memorials and lighting		
Bus shelters		
Markets		
Public conveniences		
Agency agreements with ESLIP in respect of the payment of salaries	Hard copy	10p per A4
A summary of services for which the council is entitled to recover a fee, together with those fees. These fees are based on 2012/13 Fees and charges.	Via web site	
Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above	n/a	n/a

Contact details:
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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 *
	Photocopying per sheet (colour)	Not available
	Postage	Actual cost of Royal Mail standard 2 nd class