

Information available from Kirkby Stephen Town Council under the model publication scheme

Information to be published	How the information can be obtained
Class 1 - Who we are and what we do	hard copy and/or website
Who's who on the Council and its Committees	hard copy and/or website
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	hard copy and/or website
Location of main Council office and accessibility details	hard copy and/or website
Staffing structure	hard copy and/or website
Class 2 – What we spend and how we spend it	hard copy and/or website
Annual return form and report by auditor	hard copy from the RFO
Finalised budget	hard copy and/or website
Precept	hard copy and/or website
Borrowing Approval letter	hard copy from RFO
Financial Standing Orders and Regulations	hard copy and/or website
Grants given and received	hard copy
List of current contracts awarded and value of contract	hard copy
Members' allowances and expenses	hard copy
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)	hard copy
Parish Plan (current and previous year as a minimum)	hard copy and/or website

	www.uecp.org.uk
Annual Report to Parish Meeting (current and previous year as a minimum)	hard copy and/or website
Class 4 – How we make decisions	
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	hard copy and/or website
Agendas of meetings (as above)	hard copy and/or website
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	hard copy and/or website
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	hard copy
Responses to consultation papers	hard copy
Responses to planning applications	hard copy
Bye-laws	N/A
Class 5 – Our policies and procedures	
Policies and procedures for the conduct of council business: Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements	hard copy and/or website
Policies and procedures for the provision of services and about the employment of staff: Internal policies relating to the delivery of services Equality and diversity policy Health and safety policy	hard copy

Recruitment policies (including current vacancies) Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and hard copy and/or website operating the publication scheme)	
Information security policy	hard copy and/or website
Records management policies (records retention, destruction and archive)	hard copy and/or website
Data protection policies	hard copy and/or website
Schedule of charges)for the publication of information)	hard copy and/or website
Class 6 – Lists and Registers	(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)	
Assets Register	Inspection by appointment
Register of members' interests	Inspection by appointment and/or website
Register of gifts and hospitality	Hard copy
Class 7 – The services we offer	(hard copy or website; some information may only be available by inspection)
Burial grounds and closed churchyards	Hard copy
Community centres	Hard copy or website
Parks, playing fields and recreational facilities	Hard copy
Seating, litter bins, clocks, memorials and lighting	Hard copy
Bus shelters	Hard copy
Markets	Hard copy and/or website
Agency agreements	Hard copy
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Hard copy

Contact details:

Mrs. Jeanette Cooper, Clerk/Responsible Financial Officer
Local Links
Vicarage Lane
Kirkby Stephen
Cumbria, CA17 4QX
Tel: 017683 74854

Website Address www.kirkby-stephen.com

SCHEDULE OF CHARGES

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 10p per sheet (black & white)	Actual cost to Town Council
	Photocopying @ 15p per sheet (colour)	Actual cost to Town Council
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee	£0.00	In accordance with the relevant legislation (quote the actual statute)