

Information available from Alston Moor Parish Council under the model publication scheme

Information to be published	How the information can be obtained	Cost
<p>Class1 - Who we are and what we do Alston Moor Parish Council Mrs Chris Johnson Clerk to the Council Alston Town Hall Front Street Alston Cumbria CA9 3RF</p> <p>Telephone: 01434 381076 Email: clerk@alstonmoor.org Website: www.alstonmoor.org</p>		
Who's who on the Council and its Committees	Parish Council website	Nil
Contact details for Parish Clerk and Council members	Clerk: Parish Council website Councillors: hard copy/email – contact clerk	All emails free of charge
Location of main Council office and accessibility details	Alston Town Hall - contact clerk.	
Staffing structure	The clerk is the sole employee	

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)		
Annual return form and report by auditor	Hard copy/email – contact clerk	All emails free of charge or 10p per page plus postage
Finalised budget	Hard copy/email – contact clerk	All emails free of charge or 10p per page plus postage
Precept	Hard copy/email – contact clerk	All emails free of charge or 10p per page plus postage
Borrowing Approval letter	N/A	
Financial Standing Orders and Regulations	Hard copy/email – contact clerk	All emails free of charge or 10p per page plus postage
Grants given and received	Hard copy/email – contact clerk	All emails free of charge or 10p per page plus postage
List of current contracts awarded and value of contract	Hard copy/email – contact clerk	All emails free of charge or 10p per page plus postage
Members' allowances and expenses	N/A	

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)	Hard copy/email – contact clerk	All emails free of charge or 10p per page plus postage
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Hard copy/email – contact clerk	All emails free of charge or 10p per page plus postage
Local Council Award	N/A	
Local charters drawn up in accordance with DCLG guidelines	N/A	
Class 4 – How we make decisions (Decision making processes and records of decisions)		
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Parish Council website	Nil
Agendas of meetings (as above)	Parish Notice Board PO Nenthead and Garrigill Hard copy/email	All emails free of charge or 10p per page plus postage
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Parish Council website Hard copy/email – contact clerk	All emails free of charge or 10p per page plus postage
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Hard copy/email – contact clerk	All emails free of charge or 10p per page plus postage

		postage
Responses to consultation papers	Hard copy/email – contact clerk	All emails free of charge or 10p per page plus postage
Responses to planning applications	Hard copy/email – contact clerk	All emails free of charge or 10p per page plus postage
Bye-laws	N/A	
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: Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements	Hard copy/email – contact clerk	All emails free of charge or 10p per page plus postage
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 Recruitment policies (including current vacancies) Policies and procedures for handling requests for information	Not all are applicable. Hard copy/email – contact clerk	All emails free of charge or 10p per page plus postage

Complaints procedures (including those covering requests for information and operating the publication scheme)		
Information security policy	N/A	
Records management policies (records retention, destruction and archive)	Parish Council complies with CALC guidelines	
Data protection policies	Hard copy/email – contact clerk	All emails free of charge or 10p per page plus postage
Schedule of charges (for the publication of information)	Hard copy/email – contact clerk	All emails free of charge or 10p per page plus postage
Class 6 – Lists and Registers		
Currently maintained lists and registers only		
Any publicly available register or list	N/A	
Assets Register	Hard copy/email – contact clerk	All emails free of charge or 10p per page plus postage
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)	Hard copy/email – contact clerk	All emails free of charge or 10p per page plus postage
Register of members' interests	Parish Council website	Nil
Register of gifts and hospitality	N/A	

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	(hard copy or website; some information may only be available by inspection)	10p per page
Allotments	N/A	
Burial grounds and closed churchyards	N/A	
Community centres and village halls	N/A	
Parks, playing fields and recreational facilities	Hard copy/email – contact clerk	All emails free of charge or 10p per page plus postage
Seating, litter bins, clocks, memorials and lighting	Hard copy/email – contact clerk	All emails free of charge or 10p per page plus postage
Bus shelters	Hard copy/email – contact clerk	All emails free of charge or 10p per page plus postage
Markets	Hard copy/email – contact clerk	All emails free of charge or 10p per page plus postage
Public conveniences	N/A	
Agency agreements	N/A	
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	See playing fields above	
Additional Information		

This will provide Councils with the opportunity to publish information that is not itemised in the lists above		

Contact details:

Parish Clerk
Chris Johnson
Alston Town Hall
Front Street
Alston
Cumbria CA9 3RF

Tel: 01434 382076 (with answer phone)

E-mail: clerk@alstonmoor.org

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 A4 sheet (black & white)	Charge set by Local Links
	Photocopying @ 80p per	Charge set by Local Links

	A4sheet (colour)	
	Postage	Actual cost of Royal Mail standard 2 nd class
Other		
Tyne Willows	Hire @ £25 per day	Set by Tyne Willows Management Committee