

INFORMATION AVAILABLE FROM CABUS PARISH COUNCIL
UNDER THE MODEL PUBLICATION SCHEME

Information to be published	How the information can be obtained	Cost
Class 1 – Who we are and what we do (organisational information, structures, locations and contacts)		
<i><u>This will be current information only.</u></i>		
Who's who on the Council and its Committees Contact details for Parish Clerk and Council Members Location of Council meetings and accessibility details Staffing Structure – the only employed member of staff is the Clerk	Hard Copy – contact Parish Clerk Notice Board E-mail – contact Parish Clerk Telephone – contact Parish Clerk	£0.05p per sheet Free Free Free
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) <u>Current and previous financial year as a minimum</u>		
Annual Return and Report by Auditors	Hard Copy – Contact Parish Clerk	£0.05p per sheet
Finalised Budget	Hard Copy of Statement of Accounts - Contact Parish Clerk E-mail – contact Parish Clerk	£0.05p per sheet Free
Precept	Hard Copy - Contact Parish Clerk E-mail – contact Parish Clerk	£0.05p per sheet Free
Borrowing Approval Letter (Not applicable)		
Financial Standing Orders and Regulations	Hard Copy - Contact Parish Clerk E-mail – contact Parish Clerk	£0.05p per sheet Free
Grants Given and Received	Hard Copy - Contact Parish Clerk E-mail – contact Parish Clerk	£0.05p per sheet Free
List of current contracts awarded and value of contract	Hard Copy - Contact Parish Clerk E-mail – contact Parish Clerk	£0.05p per sheet Free
Members Allowance & Expenses	Cabus Parish Council <u>do not</u> currently pay any Members Allowances or Expenses.	

Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)		
Parish Plan	Cabus Parish Council do not have a Parish Plan.	
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Hard Copy - Contact Parish Clerk E-mail – contact Parish Clerk	£0.05p per sheet Free
Quality Status (Cabus Parish Council has not applied for QS)	Not applicable	
Local Charters drawn up in accordance with DCLG guidelines	No charters currently in operation.	

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 and Parish meetings)	Notice board E-mail – contact Parish Clerk Hard Copy – contact Parish Clerk	Free Free £0.05p per sheet
Agendas of meetings (As above)	E-mail – contact Parish Clerk Hard Copy – contact Parish Clerk	Free £0.05p per sheet
Minutes of Meetings (As above) – nb this will exclude information that is properly regarded as private to a meeting,	E-mail – contact Parish Clerk Hard Copy – contact Parish Clerk	Free £0.05p per sheet
Reports presented to council meetings – nb this will exclude information that is properly regarded as private to the meeting.	E-mail – contact Parish Clerk Hard Copy – contact Parish Clerk er	Free £0.05p per sheet
Responses to consultation papers	E-mail – contact Parish Clerk Hard Copy – contact Parish Clerk	Free £0.05p per sheet
Responses to planning applications	Wyre Borough Website – Reference to minutes of Council meetings for particular applications where a response has been made E-mail – contact Parish Clerk Hard Copy – contact Parish Clerk	Free Free £0.05p per sheet
Bye-Laws	Cabus Parish Council do not currently have any bye-laws.	

<p>Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information only</p>		
<p>Policies and procedures for the conduct of council business: Procedural standing orders Committee and sub-committee terms of reference (Cabus Parish Council do not have committees and sub-committees) Delegated authority in respect of officers Code of Conduct Policy Statements</p>	<p>Hard Copy – contact Parish Clerk, or by visual inspection.</p> <p>E-mail (if documents retained in electronic format) – contact Parish Clerk</p>	<p>£0.05p per sheet</p> <p>Free</p>
<p>Policies and procedures for the provision of services and about the employment of staff: Internal Policies relating to the delivery of services Equality & Diversity policy Health & 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</p>	<p>Hard Copy – contact Parish Clerk, or by visual inspection.</p> <p>E-mail (if documents retained in electronic format) – contact Parish Clerk</p> <p>This document.</p>	<p>£0.05p per sheet</p> <p>Free</p>

Class 6 – Lists and Registers		
Currently maintained lists and registers only		
Assets Register	Hard Copy – contact Parish Clerk E-mail - contact Parish Clerk	£0.05p per sheet Free
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.	Not held by Cabus Parish Council.	
Register of Members’ Interests	Hard Copy – contact Parish Clerk Visual Inspection	£0.05p per sheet Free
Register of Gifts and Hospitality	Hard Copy – contact Parish Clerk	£0.05p per sheet

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		
Allotments	Cabus Parish Council do not currently have any allotments	
Burial Grounds and closed churchyards	Cabus Parish Council do not currently have any burial grounds and closed churchyards	
Community Centres and Village Halls	Cabus Parish Council do not own any Community Centres and Village Halls	
Parks, playing fields and recreational facilities	Cabus Parish Council do not own any Parks, playing fields and recreational facilities	
Seating, litter bins, clocks, memorials and lighting	Cabus Parish Council own a number of benches in the Parish – contact Parish Clerk	
Bus shelters	Cabus Parish Council do not have responsibility for any bus shelters	
Markets	Cabus Parish Council do not have	

	responsibility for any markets	
Public Conveniences	Cabus Parish Council do not have responsibility for any public conveniences	
Agency agreements	Not applicable to Cabus Parish Council	
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g burial fees)	Not applicable to Cabus Parish Council	

SCHEDULE OF CHARGES

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying at £0.05p per sheet (black and white)	*Actual cost
	Colour copying not available.	
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee	None applicable	
Other	None applicable	

- the actual cost incurred by the public authority

Contact Details

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