

FREEDOM OF INFORMATION ACT

Information available from Bothel and Threapland 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 Who's who on the Council and its Committees	Website Notice board Hard copy – Contact Clerk	Free Free 10p per sheet
Contact details for Parish Clerk and Council Members	Website Notice board Hard copy – Contact Clerk	Free Free 10p per sheet
Location of main Council office and accessibility details	Home address of Clerk – By Appointment – Telephone 016973 42138	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). Current and previous financial year Annual return form and report by auditor		
Finalised budget	Website Hard Copy – Contact Clerk	Free 10p per sheet
Precept	Hard Copy – Contact Clerk	10p per sheet
Financial Standing Orders and Regulations	Hard Copy – Contact Clerk	10p per sheet
Grants given and received	Website Hard Copy – Contact Clerk	Free 10p per sheet
List of current contracts awarded and value of contract	Hard Copy – Contact Clerk	10p per sheet
Members' allowances and expenses	Hard Copy – Contact Clerk	10p per sheet
Class 3 – What our priorities are and how we are doing Parish Plan Annual Report	Hard Copy – Contact Clerk	10p per sheet
Local charters drawn up in accordance with DCLG guidelines	Notice Board Hard Copy – Contact Clerk Contact Allerdale Borough Council	Free 10p per sheet Free
Class 4 – How we make decisions Timetable of meetings		
Agendas of meetings	Notice board Website Hard Copy – Contact Clerk Website Notice board Hard Copy – Contact Clerk	Free Free 10p per sheet Free Free 10p per sheet

Minutes of meetings – NB this will exclude information that is properly regarded as private to the meeting.	Website Notice board (draft minutes) Hard Copy – Contact Clerk Hard Copy – Contact Clerk	Free Free 10p per sheet 10p per sheet
Reports presented to council meetings - NB this will exclude information that is properly regarded as private to the meeting.	Hard Copy – Contact Clerk	10p per sheet
Responses to consultation papers	Hard Copy – Contact Clerk	10p per sheet
Responses to planning applications	Hard Copy – Contact Clerk	10p per sheet
Class 5 – Our policies and procedures		
Policies and procedures for the conduct of council business:		
Procedural standing orders Code of Conduct	Website Website	Free Free
Policies and procedures for the provision of services and about the employment of staff	Hard Copy – Contact Clerk	10p per sheet
Policies and procedures for handling requests for information	Hard Copy – Contact Clerk	10p per sheet
Complaints procedures (including those covering requests for information and operating the publication scheme)	Hard Copy – Contact Clerk	10p per sheet
Data protection policies	Hard Copy – Contact Clerk	10p per sheet
Schedule of charges (for the publication of information)	Hard Copy – Contact Clerk	10p per sheet
Class 6 – Lists and Registers		
Assets Register	Website	Free
Register of members' interests	Hard Copy – Contact Clerk	10p per sheet
Register of gifts and hospitality	Borough Council's website	Free
Class 7 – The services we offer	Hard Copy – Contact Clerk	10p per sheet
Seating and Notice boards	Hard Copy – Contact Clerk	10p per sheet
Bus shelters	Hard Copy – Contact Clerk	10p per sheet
Additional Information		
All parish council meetings are open to the public	Hard Copy – Contact Clerk Hard Copy – Contact Clerk	10p per sheet 10p per sheet

Contact details: Janice Rae (Clerk/Responsible Financial Officer)
33 Scholars Green, Wigton, CA7 9QW
Tel: 016973 42138 Email: janice.rae220@btinternet.com

SCHEDULE OF CHARGES

DESCRIPTION	BASIS OF CHARGE
Photocopying @ 10p per sheet (black & white)	Actual cost 10p per sheet
Postage	Actual cost of Royal Mail standard 2 nd class