

Beetham Parish Council

INFORMATION POLICY

Written by :	Checked by :	Approved by :
Date :	Date :	Date :

HISTORY PAGE

Version Number	Comments	Date Issued
1	First issue of procedure	January 2009

SUMMARY

This document defines the information which is made available by Beetham Parish Council to meet the requirements of the Freedom of Information Act 2005. Information can be requested from the Clerk to the Council. Alternatively, selected information is provided on the Parish Council notice boards or website. Contact details for the Clerk, the location of the Parish Council noticeboards and the website address are listed in Appendix 1.

INFORMATION AVAILABLE from BEETHAM PARISH COUNCIL
(under the model publication scheme issued by the Information Commissioner's Office –
document V1.0, April 2008)

Published information	Information access	Cost
NOTE - all information may be viewed free of charge - information held by Clerk viewable only by appointment - hard-copies of information from Clerk are charged for	Parish Clerk (PC) Notice boards (NB) Website (WS) Other locations (OL)	Charges to be defined by the Council and reviewed annually
Class 1 – Who we are and what we do:		
Who's who on the Council & its Committees	PC NB WS	PC charge
Contact details for Parish Clerk & Council members	PC NB WS	PC charge
Location of Council office & accessibility details	PC NB WS	PC charge
Class 2 – What we spend and how it is spent:		
Monthly accounts inc approved expenditure	PC + Council minutes	PC charge
Quarterly accounts compared with budget	PC	PC charge
Annual accounts compared with budget	PC	PC charge
Annual Return form & report by auditor	PC	PC charge
Finalised budget	PC	PC charge
Precept	PC	PC charge
Financial standing orders & regulations	PC	PC charge
Grants given & received	PC + Council minutes	PC charge
Members' allowances & expenses	PC	PC charge
Class 3 – Our priorities & progress:		
Parish Plan	PC WS	PC charge
Annual Report to Parish	PC + Council minutes	PC charge
Quality status	PC WS	PC charge
Parish Charter for South Lakeland	PC	PC charge
Class 4 – How we make decisions:		
Timetable of meetings	PC	PC charge
Agendas of meetings	PC NB	PC charge
Minutes of meetings (latest approved copy)	PC OL WS	PC charge
Reports presented to council meetings	PC	PC charge
Responses to consultation papers	PC	PC charge
Responses to planning applications – monthly summaries - detailed individual	PC NB PC	PC charge

Class 5 – Our policies & procedures –		
a. for conduct of Council business:		
Procedural standing orders	PC WS	PC charge
Delegated authority in respect of officers	PC	PC charge
Code of Conduct	PC	PC charge
b. for the provision of services and the employment of staff:		
Council policies & procedures e.g. <ul style="list-style-type: none"> ■ requests for information ■ complaints 	PC WS	PC charge
Schedule of charges (for supplying information)	PC (see below)	PC charge
Class 6 – Current Lists & Registers:		
Assets register	PC	PC charge
Log of requests for information under Freedom of Information Act	PC	PC charge
Register of members' interests (as required by SLDC)	PC	PC charge
Class 7 – Current services we offer:		
Provision of seats, litter bins, memorials and lighting	PC	PC charge
Provision of one bus shelter	PC	PC charge
Additional information:		
1. Statements of policy shown in Class 5b are those for which the Council already has a policy document. Those for other areas will be added as they are formulated.		
2. The following items are not covered above because they are not relevant to Beetham Parish Council: <ul style="list-style-type: none"> - borrowing approval letter - allotments - burial grounds & churchyards - parks, playing fields & recreational facilities - markets - public conveniences - agency agreements 		
3. The following items are regarded as Exempt Material for these purposes: <ul style="list-style-type: none"> - personal information relating to councillors (other than that required by Register of Interests) - personal information relating to employees - tenders and bids from contractors & suppliers Note – Data Protection legislation prohibits the publication of certain categories of information.		

APPENDIX 1

Contact details: Clerk to the Council **J R Scargill**
31 Trinity Drive,
Holme,
Carnforth,
Lancs. LA6 1QL

Telephone : 01524-782811
Email : scargillhome@ktdinternet.com

Notice board sites **Beetham**
Hale
Farleton
Whassett
Storth
Carr Bank

Parish website www.beethampc.co.uk

Other locations **Council meeting minutes may also be viewed at:**
- **Beetham Village Shop**
- **Storth Post Office**
- **Milnthorpe Library**
- **The Ship Inn, Sandside**

Schedule of charges:

Type of charge	Description	Basis of charge
Disbursement cost	Photocopying – black & white per sheet	Actual cost incurred by the council
	Photocopying – colour per sheet	Actual cost incurred by the council
	Postage	Actual cost (standard 2 nd class)
Other		To be agreed by Parish Council