



Arnside Parish Council

Information Policy 2017

SUMMARY

This document defines the information which is made available by Arnside Parish Council to meet the requirements of the Freedom of Information Act 2005.

Selected information is provided on the Parish Council notice boards or website. Alternatively information can be requested from the Clerk to the Council and can be provided by either email or in hard copy. A fee may be applied for the cost of providing hard copies. Contact details for the Clerk, the location of the Parish Council noticeboards and the website address are listed in Appendix 1.

ARNSIDE PARISH COUNCIL FREEDOM OF INFORMATION ACT, PUBLICATION SCHEME.

Information to be published	How the information can be obtained (Cost see Schedule)
Class1 - Who we are and what we do (Organisational information, locations and contacts) This will be current information only	
Who's who on the Council and lead member responsibilities	Website, Email, Hard Copy
Contact details for Council members	Website, Email, Hard Copy
Clerk contact details	Notice board, Website, Email, Hard Copy
Officer responsibilities and contact details	Website, Email, Hard Copy
Location of main Council office and accessibility details	Notice board, Website, Email, Hard Copy
Class 2 – What we spend and how we spend it (Financial information relating to income and expenditure, procurement, contracts and financial audit)...Current and previous financial year as a minimum	
Annual return form and report by auditor	Noticeboard (during specified period), website, Email, Hard Copy
Finalised budget	Website, Email, Hard copy
Precept	Website (minuted). Email, Hard Copy
Financial Regulations	Website, Email, Hard Copy
Grants given and received	Email, Hard Copy
List of current contracts awarded and value of contract	Email, Hard Copy
Members' allowances and expenses (policy)	Website via Minutes, (Website, Email, Hard copy)

Class 3 – What our priorities are and how we are doing	
Strategies and plans, audits, inspections and reviews	
Annual Report to Parish or Community Meeting (current and previous year)	Website (as minuted). Email, Hard Copy
Cemetery development Plan	Email, Hard Copy
Cemetery Tree Management Plan	Email, Hard Copy
Class 4 – How we make decisions	
Decision making processes and records of decisions. Current and previous council year.	
Timetable of meetings (Council meetings and Parish Assembly),	Notice board, Website, Email, Hard Copy
Agendas of meetings	Notice board, Website, Email, Hard Copy
Minutes of meetings– note, this will exclude information that is properly regarded as private to the meeting.	Notice board, Website, Email, Hard Copy
Reports presented to council excluding information that is properly regarded as private to the meeting.	Email, Hard Copy
Responses to planning applications	Email. Website as Minuted, Hard copy
Bye-laws	Hard copy
Class 5 – Our policies and procedures	
(Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only	
Policies and procedures for the conduct of council business:	Website, Email, Hard Copy
Standing orders	Website, Email, Hard Copy
Complaints procedure	Website, Email, Hard Copy
Class 6 – Lists and Registers	
Currently maintained lists and registers only	
Assets Register	Email, Hard Copy
Register of members' interests	APC and SLDC websites
Register of gifts and hospitality	Inspection only
Risk Register	Email, Hard Copy
Class 7 – The services we offer	
Information about the services we offer - guidance and information for the public. Current information only	
Allotments	Website, Email, Hard Copy
Arnside Cemetery (including fees)	Website, Email, Hard Copy
Cemetery Chapel Hire (including fees)	Website, Email, Hard Copy
Public conveniences, 20p Entrance charges apply.	

SCHEDULE OF FEES/CHARGES

Charges are not made for the provision of information displayed on the website, notice boards or provided by email, however a fee will be charged for hard copy as outlined below

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost (black & white)	Hard copy @ 10p per sheet	Nominal cost
	Postage	Actual cost of Royal Mail 2nd class

APPENDIX 1**Contact details:**

Anne-Marie Cade, Clerk to the Council, St Johns Cross Cottage. Sandside, Milnthorpe LA7 7HX ...

Tel: 01539 563661 ...

E-mail :- clerk@arnsidepc.org.uk

Notice boards:

There are two Parish Council notice boards, one situated on The Promenade by the shops, against the side boundary wall of "Gallery H", the other outside the Educational Institute, Church Hill Arnside.

Agendas giving at least three clear days' notice, for the forthcoming meeting of the Parish Council, and seven clear days' notice of the Annual Parish Meeting are posted here. Also displayed are the unconfirmed Minutes of the previous Council Meeting and other statutory and information notices as space allows.

Parish council website:

www.arnsidepc.org.uk

Parish Council Office

The Parish Council Office is Located at the Cemetery Chapel on Silverdale Rd. This is not manned at all times so enquiries should be directed to the Clerk at the address above. Council meetings take place here on dates outlined on the meetings timetable

Please Note

The following items are not covered above because they are not relevant to Arnside Parish Council:

- Borrowing approval letter
- Quality Status
- Local charters drawn up in accordance with DCLG guidelines
- Agency agreements.

Note – Data Protection legislation prohibits the publication of certain categories of information.

The following items are regarded as Exempt Material for these purposes

- Personal information relating to councillors (other than that required by Register of Interests)
- Personal information relating to employees
- Tenders and bids from contractors & suppliers

Reviewed in May 2017, minute 17-18/52