

Silloth-on-Solway Town Council
Information available under the model publication scheme

Information to be published	How the information can be obtained	Cost
Class1 - Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only		
Who's who on the Council and its Committees	Hard copy – Contact Clerk Website	10p/sheet Free
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Hard copy – Contact Clerk Website	10p/sheet Free
Location of main Council office and accessibility details	Hard copy – Contact Clerk Website	10p/sheet Free
Staffing structure	Hard copy – Contact Clerk Website	10p/sheet 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 as a minimum		
Annual return form and report by auditor	Hard copy – Contact Clerk Website	10p/sheet Free
Finalised budget	Hard copy – Contact Clerk Website	10p/sheet Free
Precept	Hard copy – Contact Clerk Website	10p/sheet Free
Borrowing Approval letter	Hard copy (where applicable) – Contact Clerk	10p/sheet
Financial Standing Orders and Regulations	Hard copy – Contact Clerk Website	10p/sheet Free
Grants given and received	Hard copy – Contact Clerk	10p/sheet
List of current contracts awarded and value of contract	Hard copy – Contact Clerk	10p/sheet
Members' allowances and expenses	Hard copy – Contact Clerk	10p/sheet

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Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)		
Business Plan (current and previous year as a minimum)	Hard copy – Contact Clerk Website	10p/sheet Free
Annual Report to Town Meeting (current and previous year as a minimum)	Hard copy – Contact Clerk Website	10p/sheet Free
Quality status	Not applicable	Not applicable
Local charters drawn up in accordance with DCLG guidelines	Not applicable	Not applicable
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum	(hard copy or website)	
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Hard copy – Contact Clerk Website	10p/sheet Free
Agendas of meetings (as above)	Hard copy – Contact Clerk Website	10p/sheet Free
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Hard copy – Contact Clerk Website	10p/sheet Free
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Hard copy – Contact Clerk	10p/sheet
Responses to consultation papers	Hard copy – Contact Clerk	10p/sheet
Responses to planning applications	Hard copy – Contact Clerk	10p/sheet
Bye-laws	Hard copy – Contact Clerk	10p/sheet
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: Procedural standing orders	Hard copy – Contact Clerk Website	10p/sheet Free
Code of Conduct	Hard copy – Contact Clerk Website	10p/sheet Free

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Policies and procedures for the provision of services and about the employment of staff:		
Risk Management policy	Hard copy – Contact Clerk Website	10p/sheet Free
Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme)	Hard copy – Contact Clerk Website	10p/sheet Free
Environmental Policy	Hard copy – Contact Clerk Website	10p/sheet Free
Grievance Procedure	Hard copy – Contact Clerk Website	10p/sheet Free
Litter, Vandalism & Maintenance Policy	Hard copy – Contact Clerk Website	10p/sheet Free
Memorial Bench Policy	Hard copy – Contact Clerk Website	10p/sheet Free
Policy for use of electricity on the Green at organised events	Hard copy – Contact Clerk Website	10p/sheet Free
Public Participation Policy	Hard copy – Contact Clerk Website	10p/sheet Free
Data protection policies	Hard copy – Contact Clerk Website	10p/sheet Free
Schedule of charges (for the publication of information)	Hard copy – Contact Clerk Website	10p/sheet Free
Class 6 – Lists and Registers		
Currently maintained lists and registers only		
Assets Register	Hard copy – Contact Clerk	10p/sheet
Register of members' interests	Hard copy – Contact Clerk Website	10p/sheet Free
Register of gifts and hospitality	Hard copy – Contact Clerk Website	10p/sheet Free
Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and		

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Class 7 – Continued newsletters produced for the public and businesses) Current information only		
Allotments	Hard copy Website	10p/sheet Free
Community centres and village halls	Hard copy Website	10p/sheet Free
Parks, playing fields and recreational facilities	Hard copy Website	10p/sheet Free
Bus shelters	Hard copy Website	10p/sheet Free
Public conveniences	Hard copy Website	10p/sheet Free
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Hard copy	10p/sheet
Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above		

Contact details:

Town Clerk: Wendy Jameson
5 Burnswark Terrace, Solway Street, Silloth, Cumbria, CA7 4EF
Tel: 016973 31128 Mob: 0777 5686857
Email: townclerk@silloth-on-solway.co.uk

SCHEDULE OF CHARGES

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 10p per sheet (black & white)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)