

**Information available from HELSINGTON PARISH COUNCIL under the 'Model Publication Scheme for Local Councils'
produced in accordance with the Freedom of Information Act 2005**

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	Hard copy; website	Hard copy 10p per page plus postage
Who's who on the Council and its Committees	Hard copy; website	“
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Hard copy; website	“
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; website	“
Finalised budget	Hard copy; website	“
Precept	Hard copy; website	“
Financial Standing Orders and Regulations	Hard copy; website	“
Grants given and received	Hard copy; website	“
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)		
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Hard copy; website	“
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, any committee/sub-committee meetings and parish meetings)	Hard copy; website	“
Agendas of meetings (as above)	Hard copy; website	“
Minutes of meetings (as above) - NB this will exclude information that is properly regarded as private to the meeting.	Hard copy; website	“

Reports presented to council meetings - NB this will exclude information that is properly regarded as private to the meeting.	Hard copy	“
Responses to consultation papers	Hard copy	“
Responses to planning applications	Hard copy; SLDC website	“
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 Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements	Hard copy; website	“
Records management policies (records retention, destruction and archive)	Hard copy; website	“
Schedule of charges (for the publication of information)	Hard copy; website	“
Class 6 – Lists and Registers Currently maintained lists and registers only		
Assets Register	Hard copy	“
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)	n/a	“
Register of members' interests	Hard copy; website	“
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		
Bus shelter	Hard copy	“
Registration of Parish Land	Hard copy	“
Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above		

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SCHEDULE OF CHARGES

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