

WETHERAL PARISH COUNCIL

**Information available from Wetheral Parish Council under the model publication scheme**

<b>Information to be published</b>	<b>How the information can be obtained</b>	<b>Cost</b>
<b>Who we are and what we do</b> (Organisational information, structures, locations and contacts) This will be current information only	Website, Email,	
Who's who on the Council and its Committees	Website, Email,	
Contact details for Clerk and Council members	Website, Email	
<b>What our priorities are and how we are doing</b>		
Community Plan (current and previous year as a minimum)	Website	
Community survey	E-mai	
<b>How we make decisions</b> (Decision making processes and records of decisions)  Current and previous council year as a minimum	website	

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Timetable of meetings (Council, any committee/sub-committee meetings and community meetings)	website	
Agendas of meetings (as above)	website	
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	website	
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	website	
Responses to consultation papers	Website/ consultee	
Responses to planning applications	Website, Cumberland Council	
Bye-laws	Nil	
<b>Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities)  Current information only	website	
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	Website	

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<p>Policies and procedures for the provision of services and about the employment of staff:</p> <p>Internal policies relating to the delivery of services            Equality and diversity policy            Health and safety policy            Recruitment policies (including current vacancies)            Policies and procedures for handling requests for information            Complaints procedures (including those covering requests for information and operating the publication scheme)</p>	Request via e-mail.	
Information security policy	Website	
Records management policies (records retention, destruction and archive)	Website	
Data protection policies	Website	
Schedule of charges for the publication of information	Website	
<p><b>Lists and Registers</b></p> <p>Currently maintained lists and registers only</p>	website; some information may only be available by inspection)	
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	website	
Assets Register	website	
Disclosure log (indicating the information that has been provided in response to requests; recommended as good practice, but may not be held by community councils)	Website/ Cumberland County	
Register of members' interests	Website/ Cumberland County	
Register of gifts and hospitality	Website/ Cumberland County	

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<p><b>The services we offer</b>          (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)</p> <p>Current information only – All on request via e-mail or inspections by appointment</p>	<p>website; some information may only be available by inspection</p>	
Allotments		
Burial grounds and closed churchyards		
Community centres and village halls		
Parks, playing fields and recreational facilities		
Seating, litter bins, clocks, memorials and lighting		
Bus shelters		
Notice boards & Interpretation panels		
Agency agreements		
A summary of services for which the council is entitled to recover a fee, together with those fees (eg burial fees)		
<p><b>Additional Information</b>          This will provide Councils with the opportunity to publish information that is not itemised in the lists above</p>		

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**Contact details:**

**The Clerk**

**Wetheral Parish Council**

**Wetheral Village Community Hall**

**Wetheral, CA4 8HE**

**SCHEDULE OF CHARGES**

No charge is made to access the Council information by the website or e-mail. If paper copies are requested the price is as below.

This describes how the charges have been arrived at and should be published as part of the guide.

<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b>BASIS OF CHARGE</b>
<b>Disbursement cost</b>	Photocopying @0.05.p per sheet (black & white)	Actual cost *
	Photocopying @.10p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class

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<b>Statutory Fee</b>		In accordance with the relevant legislation (quote the actual statute)
<b>Other</b>		

\* the actual cost incurred by the public authority