

Information available from Maryport Town Council under the model publication scheme

Information to be published	How the information can be obtained	Cost
<p>Class1 - Who we are and what we do (Organisational information, structures, locations and contacts)</p> <p>This will be current information only</p> <p>N.B. Councils should already be publishing as much information as possible about how they can be contacted.</p>	(hard copy and/or website)	
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	
Location of main Council office and accessibility details	Hard Copy & Website	
Staffing structure	Hard Copy	
<p>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)</p> <p>Current and previous financial year as a minimum</p>	(hard copy and/or website)	
Annual return form and report by auditor	Hard Copy	

Finalised budget	Hard Copy	
Precept	Hard Copy & Website	
Financial Standing Orders and Regulations	Hard Copy	
Grants given and received	Hard Copy	
List of current contracts awarded and value of contract	Hard Copy	
Members' allowances and expenses	Hard Copy	
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)	(hard copy or website)	
Parish Plan (current and previous year as a minimum)	Hard Copy & Website	
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Hard Copy	
Class 4 – How we make decisions (Decision making processes and records of decisions)	(hard copy or website)	
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	
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only	(hard copy or 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	Hard Copy Hard Copy Hard Copy Hard Copy Hard Copy	
Policies and procedures for the provision of services and about the employment of staff: Internal policies relating to the delivery of services Policies and procedures for handling requests for information	Hard Copy Hard Copy	

Class 6 – Lists and Registers Currently maintained lists and registers only	(hard copy or 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)		
Assets Register	Hard Copy	
Register of members' interests	Hard Copy	
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	(hard copy or website; some information may only be available by inspection)	
Allotments	Hard Copy	
Recreational facilities	Hard Copy	
Memorials and Christmas lighting	Hard Copy	
Bus shelters	Hard Copy	
Agency agreements	Hard Copy	
A summary of services for which the council is entitled to recover a fee, together with those fees	Hard Copy	
Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above		

Contact details:

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SCHEDULE OF CHARGES

No charges to be levied