

INFORMATION AVAILABLE FROM SLYNE WITH HEST PARISH COUNCIL
UNDER THE MODEL PUBLICATION SCHEME
adopted 15 December 2008

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Information to be published	How the information can be obtained	Council charge
Class 1-Who we are and what we do (organisational information, structures, locations and contacts)		
<i>This will be current information only</i>		
Who's who on the Council and its Committees	Website www.slyne-with-hest.org.uk	Free
Contact details for Parish Clerk and Council Members	Hard copy –contact Parish Clerk	£0.10 per sheet
Location of Council and accessibility details	Electronic mail (if document retained in electronic format) –contact Parish Clerk	Free subject to £1 charge if large documents are required to be sent
Staffing structure (the only employed members of staff are the Parish Clerk and a part-time groundskeeper)	Quarterly newsletter (from 1 March 2009) available to all residents	Free Additional copies at cost price
	Telephone Council	Free
	Notice Boards	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) <i>Current and previous financial year as a minimum</i>	How the information can be obtained	Council charge
Annual Return and Report by Auditors	Hard copy –contact Parish Clerk	£0.10 per sheet
Adopted budget and Precept	Hard copy –contact Parish Clerk	£0.10 per sheet
Borrowing Approval Letter (Not applicable)	N/A	
Financial Standing Orders and Regulations	Hard copy –contact Parish Clerk	£0.10 per sheet
	Electronic mail (if document retained in electronic format) –contact Parish Clerk	Free (or £1 see above)
Grants given and received	Hard copy –contact Parish Clerk	£0.10 per sheet
	Electronic mail (if document retained in electronic format) –contact Parish Clerk	Free (or £1 see above)
List of current contracts awarded and value of contract	Hard copy –contact Parish Clerk	£0.10 per sheet
	Electronic mail (if document retained in electronic format) –contact Parish Clerk	Free (or £1 see above)
Members allowances and expenses (adopted in line with Parish Remuneration Scheme)	Hard copy –contact Parish Clerk	£0.10 per sheet
	Electronic mail (if document retained in electronic format) –contact Parish Clerk	Free (or £1 see above)

Class 4- How we make decisions (Decision making processes and records of decisions) <i>Current and previous council year as a minimum</i>	How the information can be obtained	Council charge
Timetable of meetings (Council, Committee and Parish meetings) Agendas of meetings Minutes of meetings –this will exclude information that is properly regarded as private to the meeting Reports presented to Council meetings –this will exclude information that is properly regarded as private to the meeting Responses to consultation papers Responses to planning applications Bye-Laws	Parish Website, Parish Notice Board Hard copy –contact Parish Clerk Electronic mail (if document retained in electronic format) –contact Parish Clerk Parish Notice Board Hard copy –contact Parish Clerk After approval Parish Website, Parish Notice Board Hard copy –contact Parish Clerk Electronic mail (if document retained in electronic format) –contact Parish Clerk Hard copy –contact Parish Clerk Electronic mail (if document retained in electronic format) –contact Parish Clerk Extracts -Hard Copy-Contact Clerk	Free £0.10 per sheet Free Free £0.10 per sheet Free (or £1 see above) £0.10 per sheet Free (or £1 see above) £0.10 per sheet booklet at cost price

Class 5 –Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) <i>Current information only</i>	How the information can be obtained	Council charge
Policies and procedures for the conduct of council business Procedural Standing Orders Committee and sub-committee terms of reference if appropriate Delegated authority in respect of officers Code of Conduct Other Policy Statements	Hard copy –contact Parish Clerk Electronic mail (if document retained in electronic format) –contact Parish Clerk	£0.10 per sheet Free (or £1 see above)
Class 6 -Lists and Registers <i>Currently maintained lists and registers only</i>		
Assets Register Register of Members’ Interests Register of Gifts and Hospitality	Hard copy –contact Parish Clerk	£0.10 per sheet

<p>Class 7-The services we offer</p> <p>(Information about the services we offer, including leaflets, guidance, newsletters produced for the public and businesses)</p> <p><i>Current information only</i></p>		
<p>Allotments</p> <p>Burial Grounds and closed church yards</p> <p>Community Centres and Village Halls</p> <p>Parks, Playing Fields and Recreational Facilities</p> <p>Seating, litter bins, clocks, memorials, lighting</p> <p>Bus shelters</p> <p>Markets and public conveniences</p> <p>Agency agreements</p> <p>A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)</p>	<p>Slyne with Hest Parish Council does not currently have any allotments</p> <p>Slyne with Hest cemetery is situated at Bottomdale Road, Slyne</p> <p>The Memorial Hall was entrusted to Slyne with Hest Parish Council. It is run by the management committee of Slyne with Hest Memorial Hall Charity</p> <p>Slyne with Hest Parish Council owns a number of open spaces used as recreational facilities –contact the Parish Clerk</p> <p>Slyne with Hest Parish Council owns a number of benches and litter bins –contact the Parish Clerk</p> <p>Slyne with Hest Parish Council owns all the bus shelters in the parish –contact the Parish Clerk</p> <p>Slyne with Hest Parish Council does not own any markets or public conveniences</p> <p>Lengthsman scheme, jointly with Bolton-le-Sands Parish Council, Nether Kellet Parish Council, Over Kellet Parish Council, backed by Lancashire County Council and Lancaster City Council</p> <p>Slyne Cemetery –contact Parish Clerk for fees and information about purchase of plots and burials</p>	

BASIS OF SCHEDULE OF CHARGES

Type of Charge	Description	Basis of Charge
Disbursement cost	Photocopying at £0.10 per sheet (black and white)	Actual cost
	Colour copying not available	
	Large documents, e.g. parish plan, byelaws	Cost price
	Postage	Actual cost of Royal Mail standard second class
	e-mail attachments –large documents -£1 charge	Actual administration costs
Statutory Fee	None applicable	
Other	None applicable	