

## INFORMATION AVAILABLE FROM STANWIX RURAL PARISH COUNCIL

Information to be published	How the information can be obtained	Cost
<b>Class 1 - Who We Are And What We Do</b> (This Will Be Current Information Only)		
Who's who on the Council and its Committees	Website Email Hard copy from Clerk	Free Free 5p/sheet
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website Email Hard copy from Clerk	Free Email 5p/sheet
<b>Class 2 – What We Spend And How We Spend It</b>		
Annual return form (current year)	Hard Copy from Clerk	5p/sheet
Report by auditor	Hard copy from Clerk	5p/sheet
Finalised budget	Email Hard copy from Clerk	Free 5p/sheet
Precept	Email Hard copy from Clerk	Free 5p/sheet
Financial Standing Orders and Regulations	Website Hard copy from Clerk	Free 5p/sheet
Grants given and received	Email Hard copy from Clerk	Free 5p/sheet
List of current contracts awarded and value of contract	Email Hard copy from Clerk	Free 5p/sheet
<b>Class 3 – What Our Priorities Are And How We Are Doing</b>		
Parish Plan (current and previous year as a minimum)	Hard copy from Clerk	5p/sheet
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Email Hard copy from Clerk	Free 5p/sheet
<b>Class 4 – How We Make Decisions</b> Current and Previous Council Year as a Minimum		
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Email Website Hard copy from Clerk	Free Free 5p/sheet
Agendas (and associated papers)	Email Website (Agenda Only)	Free Free

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	Hard copy from Clerk	5p/sheet
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Email Website Hard copy from Clerk	Free Free 5p/sheet
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Email Hard copy from Clerk	Free 5p/sheet
Responses to consultation papers	Email Hard copy from Clerk	Free 5p/sheet
Responses to planning applications	Email Hard copy from Clerk	Free 5p/sheet
<b>Class 5 – Our Policies And Procedures</b> Current Information Only		
Policies and procedures for the conduct of council business:	Website (where applicable)	Free
Procedural standing orders	Email	Free
Committee and sub-committee terms of reference		
Code of Conduct	Hard copy from Clerk	5p/sheet
Policy statements		
Policies and procedures for the provision of services and about the employment of staff:	Website	Free
Equal Opportunities Policy	Email	Free
Complaints procedures (including those covering requests for information and operating the publication scheme)	Hard copy from Clerk	5p/sheet
Records management policies (records retention, destruction and archive)	Website Email Hard copy from Clerk	Free Free 5p/sheet
Data protection policies	Website Email Hard copy from Clerk	Free Free 5p/sheet
Schedule of charges (for the publication of information)	Website Email Hard copy from Clerk	Free Free 5p/sheet
<b>Class 6 – Lists And Registers</b> Currently Maintained Lists and Registers Only		

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Any publicly available register or list where applicable	Inspection – contact Clerk	
Assets Register	Email Hard Copy	Free 5p/sheet
Register of members' interests	Website	Free
<b>Class 7 – The Services We Offer</b> Current Information Only		
Village halls	Email Hard Copy	Free 5p/sheet
Parks, playing fields and recreational facilities	Email Hard Copy	Free 5p/sheet
Seating, litter bins, clocks, memorials and lighting	Email Hard Copy	Free 5p/sheet
Bus shelters	Email Hard Copy	Free 5p/sheet

### Contact details:

Sarah Kyle, Clerk to Stanwix Rural Parish Council, Hill House, Walton, Brampton, CA8 2DY  
Tel: 01228 231124 or email: stanwixruralpc@carlisle.gov.uk

### SCHEDULE OF CHARGES

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
<b>Disbursement cost</b>	Photocopying @ 5p 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
<b>Statutory Fee</b>		In accordance with the relevant legislation (quote the actual statute)

\* The actual cost incurred by the public authority

Adopted by Stanwix Rural Parish Council on 12 November 2008 and updated 9 March 2016