

**Freedom of Information Act**  
**Information available from Lupton Parish Council under the model publication**  
**scheme (Revised February 2018)**

<b>Information to be published for Parish Clerk and Councillors</b>	<b>How the information can be obtained</b>	<b>Cost</b>
Who's who and contact details for Parish Clerk and Councillors	Website Hard Copy - contact clerk	Free 10p/sheet
<b>What we spend and how we spend it</b>		
Annual return form and report by auditor	Hard Copy - contact clerk	10p/sheet
Finalised budget	Hard Copy - contact clerk Website	10p/sheet Free
Precept	Hard Copy - contact clerk	10p/sheet
Financial Standing Orders and Regulations	To be finalised at next meeting	
Grants given and received	None	
List of current contracts awarded and value of contract	None	
Members' expenses	Hard Copy - contact clerk	10p/sheet

<b>What our priorities are and how we are doing</b>		
Parish Plan	None as yet	
Annual Report to Parish or Community Meeting	None as yet	
<b>How we make decisions</b>		
Timetable of meetings	Website Hard Copy - contact clerk	Free 10p/sheet
Agendas of meetings	Website Hard Copy - contact clerk	Free 10p/sheet
Minutes of meetings	Website Hard Copy - contact clerk	Free 10p/sheet
Reports presented to council meetings	Hard Copy - contact clerk	10p/sheet
Responses to consultation papers	Hard Copy - contact clerk	10p/sheet
Responses to planning applications	SLDC website Hard Copy - contact clerk	Free 10p/sheet

<b>Our policies and procedures</b>		
<p>Policies and procedures for the conduct of council business:</p> <p>Procedural standing orders</p> <p>Delegated authority in respect of officers</p> <p>Code of Conduct</p> <p>Policy statements</p>	<p>To be dealt with at next meeting</p> <p>Hard Copy - contact clerk</p> <p>Website</p> <p>Hard Copy - contact clerk</p> <p>Hard copy</p>	<p>10p/sheet</p> <p>Free</p> <p>10p/sheet</p> <p>10p/sheet</p>
<p>Policies and procedures for the provision of services and about the employment of staff:</p> <p>Policies and procedures for handling requests for information</p>	<p>Hard Copy - contact clerk</p>	<p>10p/sheet</p>
<p>Information security policy</p>	<p>Hard Copy - contact clerk</p>	<p>10p/sheet</p>
<p>Records management policies</p>	<p>Hard Copy - contact clerk</p>	<p>10p/sheet</p>
<p>Schedule of charges</p>	<p>Hard Copy - contact clerk</p> <p>Website</p>	<p>10p/sheet</p> <p>Free</p>

<b>Lists and Registers</b>		
Any publicly available register or list	Hard Copy - contact clerk	10p/sheet
Assets Register	To be finalised at next meeting	
Register of members' interests	Hard Copy - contact clerk Website	10p/sheet Free
<b>The services we offer</b>		
Parish Field, litter bin, grit/salt bin	Inspection - contact clerk	Free
Bus shelter?	Inspection - contact clerk	Free

**Contact details:**

**Parish Clerk**

**Kevin Price**

**Braeside**

**Low Greenhills**

**Crook**

**Kendal**

**LA8 8LA**

## SCHEDULE OF CHARGES

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

\* the actual cost incurred by the Parish Council