



## Penrith Town Council

Unit 1, Church House, 19-24 Friargate, Penrith,  
Cumbria, CA11 7XR  
Tel: 01768 899 773  
Email: office@penrithtowncouncil.co.uk

# PUBLICATION SCHEME

**Class1 - Who we are and what we do** (Organisational information, structures, locations and contacts). This will be current information only.

Information to be published	How the information can be obtained	Cost
Who's who on the Council and its Committees	Website Email Hard copy – contact Clerk	Free Free 10p/sh eet
Contact details for Town Clerk and Council members: (named contacts where possible with telephone number and email address (if used))	Website Email Hard copy – contact Clerk	Free Free 10p/sh eet
Location of main Council office and accessibility details	Website Email Hard copy – contact Clerk	Free Free 10p/sh eet
Staffing structure	Website Email Hard copy – contact Clerk	Free Free 10p/sh eet



## Penrith Town Council

Unit 1, Church House, 19-24 Friargate, Penrith,

Cumbria, CA11 7XR

Tel: 01768 899 773

Email: office@penrithtowncouncil.co.uk

# PUBLICATION SCHEME

<b>Class 2 – What we spend and how we spend it</b> (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit).		
<b>Information to be published</b>	<b>How the information can be obtained</b>	<b>Cost</b>
Annual return form and report by auditor	Website Email Hard copy – contact Clerk	10p/sheet
Finalised budget	Email Website Hard copy – contact Clerk	Free Free 10p/sheet
Precept	Website Email Hard copy – contact Clerk	10p/sheet
Financial Standing Orders and Regulations	Website Email Hard copy – contact Clerk	Free 10p/sheet
Grants given and received	Email Website Hard copy – contact Clerk	Free Free 10p/sheet
List of current contracts awarded and value of contract	Email Website Hard copy – contact Clerk	Free Free 10p/sheet
Members' allowances and expenses	Hard copy – contact Clerk	10p/sheet

<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)		
<b>Information to be published</b>	<b>How the information can be obtained</b>	<b>Cost</b>
Council Priorities (current and previous year as a minimum)	Website Email Hard copy – contact clerk	10p/sheet
Annual Report to Town Meeting (current and previous year as a minimum)	Website Email Hard copy – contact clerk	10p/sheet



**Penrith Town Council**

Unit 1, Church House, 19-24 Friargate, Penrith,  
Cumbria, CA11 7XR  
Tel: 01768 899 773  
Email: office@penrithtowncouncil.co.uk

**PUBLICATION SCHEME**

<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions). Current and previous council year as a minimum		
<b>Information to be published</b>	<b>How the information can be obtained</b>	<b>Cost</b>
Timetable of meetings (Council, any committee/sub-committee meetings)	Website Email Hard copy – contact Clerk	Free Free 10p/sheet
Agendas of meetings (as above)	Website Email Library Noticeboard Hard copy – contact Clerk	Free Free Free 10p/sheet
Minutes of meetings (as above) – this will exclude information that is properly regarded as private to the meeting.	Website Email Hard copy – contact Clerk	Free 10p/sheet
Reports presented to council meetings - this will exclude information that is properly regarded as private to the meeting.	Website Email Hard copy – contact Clerk	Free 10p/sheet
Responses to consultation papers	Email Hard copy – contact Clerk	Free 10p/sheet
Responses to planning applications	Website – planning committee minutes Hard copy – contact Clerk	Free 10p/sheet
Bye-laws	Not applicable	



## Penrith Town Council

Unit 1, Church House, 19-24 Friargate, Penrith,  
Cumbria, CA11 7XR  
Tel: 01768 899 773  
Email: office@penrithtowncouncil.co.uk

# PUBLICATION SCHEME

<b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities)		
<b>Information to be published</b>	<b>How the information can be obtained</b>	<b>Cost</b>
Policies and procedures for the conduct of council business: Procedural Standing Orders & Financial Regulations Committee and sub-committee terms of reference Code of Conduct	Email Website Hard copy – contact Clerk	Free Free 10p/sheet
Policies and procedures for the provision of services and the employment of staff: Health and safety policy Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme)	Email Website Hard copy – contact Clerk	Free Free 10p/sheet
Information security policy	Email Website Hard copy – contact Clerk	10p/sheet
Records management policies (records retention, destruction and archive)	Email Website Hard copy – contact Clerk	10p/sheet
Data protection policies	Email Website Hard copy – contact Clerk	10p/sheet
Schedule of charges (for the publication of information)	Website Email Hard copy – contact Clerk	Free Free 10p/sheet



## Penrith Town Council

Unit 1, Church House, 19-24 Friargate, Penrith,

Cumbria, CA11 7XR

Tel: 01768 899 773

Email: office@penrithtowncouncil.co.uk

# PUBLICATION SCHEME

<b>Class 6 – Lists and Registers</b> Currently maintained lists and registers only		
<b>Information to be published</b>	<b>How the information can be obtained</b>	<b>Cost</b>
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	Not applicable	
Assets Register	Inspection only – contact Clerk	
Disclosure log (indicating the information that has been provided in response to requests; recommended as good practice, but may not be held by parish councils)	Inspection only – contact Clerk	
Register of members' interests	Email Website Eden District Council website	Free Free
	Hard copy – contact Clerk	10p/sheet
Register of gifts and hospitality	Inspection only – contact Clerk	



**Penrith Town Council**

Unit 1, Church House, 19-24 Friargate, Penrith,  
Cumbria, CA11 7XR  
Tel: 01768 899 773  
Email: office@penrithtowncouncil.co.uk

**PUBLICATION SCHEME**

**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

<b>Information to be published</b>	<b>How the information can be obtained</b>	<b>Cost</b>
Allotments	Email Website Hard copy – contact Clerk	Free Free 10p/sheet
Burial grounds and closed churchyards	Not applicable	
Community centres and village halls	Not applicable	
Parks, playing fields and recreational facilities	Email Website Hard copy – contact Clerk	Free Free 10p/sheet
Seating, litter bins, clocks, memorials and lighting	Email Website Hard copy – contact Clerk	Free Free 10p/sheet
Bus shelters	Email Website Hard copy – contact Clerk	Free Free 10p/sheet
Markets	Not applicable	
Public conveniences	Not applicable	
Agency agreements	Email Website Hard copy – contact Clerk	Free Free 10p/sheet
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Not applicable	
<b>Additional Information:</b> Information that is not itemised in the lists above: None		



**Penrith Town Council**

Unit 1, Church House, 19-24 Friargate, Penrith,  
Cumbria, CA11 7XR  
Tel: 01768 899 773  
Email: office@penrithtowncouncil.co.uk

**PUBLICATION SCHEME**

**SCHEDULE OF CHARGES** 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 @ 10p per sheet (black & white)	Actual cost
	Postage	Actual cost of Royal Mail 2 <sup>nd</sup> class

**TO CONTACT THE TOWN CLERK:**

Tel: 01768 899773

Email: townclerk@penrithtowncouncil.co.uk