



Penrith Town Council

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

Information Publication Scheme

Information that we make routinely available.

As well as responding to requests for information, we are required to publish information proactively. The Freedom of Information Act requires every public authority to have a publication scheme, approved by the Information Commissioner's Office, & to publish information covered by the scheme.

The Scheme means that we must make certain classes of information routinely available, such as policies & procedures, minutes of meetings, annual reports & financial information.

Visit our website: www.penrithtowncouncil.gov.uk to view all the information.

Email us office@penrithtowncouncil.gov.uk & we will email you the information you request.

Call us on 01768 899 773 & we will send you a copy of the information by post.

Visit the Council Office at Unit 1, 19-24 Friargate & we will print a copy off for you.

NOTE: DOCUMENT CONTAINS TABLES IMPACTING ON ACCESSIBILITY

**Class1 - Who we are & what we do.
Organisational information, structures, locations & contacts.
Current information only.**

Information to be published	How the information can be obtained	Cost
Who is on the Council & its Committees.	Website Email Hard copy – contact Clerk	Free Free 10p/sheet
Contact details for Town Clerk. Council Members.	Website Email Hard copy – contact Clerk	Free Free 10p/sheet
Location of main Council office & accessibility details.	Website Email Hard copy – contact Clerk	Free Free 10p/sheet
Staffing structure.	Website Email Hard copy – contact Clerk	Free Free 10p/sheet

Class 2 – What we spend & how we spend it.

Financial information relating to projected & actual income & expenditure, procurement, contracts & financial audit

Information to be published	How the information can be obtained	Cost
Annual return form & report by auditor.	Website Email Hard copy – contact Clerk	10p/sheet
Finalised budget & Precept.	Email Website Hard copy – contact Clerk	Free Free 10p/sheet
Standing Orders & Financial Regulations.	Website Email Hard copy – contact Clerk	Free 10p/sheet
Grants given & received.	Email Website Hard copy – contact Clerk	Free Free 10p/sheet
List of current contracts awarded & value of contract	Email Website Hard copy – contact Clerk	Free Free 10p/sheet
Members' allowances & expenses.	Hard copy – contact Clerk	10p/sheet

Class 3 – What our priorities are & how we are doing (Strategies & plans, performance indicators, audits, inspections & reviews)

Information to be published	How the information can be obtained	Cost
Council Business Plan.	Website Email Hard copy – contact Clerk	10p/sheet
Annual Report.	Website Email Hard copy – contact Clerk	10p/sheet
Quality Status.	Website Email Hard copy – contact Clerk	10p/sheet

Class 4 – How we make decisions Decision making processes & records of decisions. Current & previous council year as a minimum

Information to be published	How the information can be obtained	Cost
Timetable of meetings.	Website Email Hard copy – contact Clerk	Free Free 10p/sheet
Agenda of meetings.	Website Email Noticeboard Hard copy – contact Clerk	Free Free Free 10p/sheet
Minutes of meetings excluding information that is properly regarded as private to the meeting.	Website Email Hard copy – contact Clerk	Free 10p/sheet
Reports presented to council meetings - excluding 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

Class 5 – Our policies & procedures Current written protocols, policies & procedures for delivering our services & responsibilities

Information to be published	How the information can be obtained	Cost
<p>Policies & procedures for the conduct of Council business:</p> <ul style="list-style-type: none"> • Standing Orders & Financial Regulations • Committee & sub-committee terms of reference • Code of Conduct • Delegated authority in respect of officers • Policy statements 	<p>Email Website Hard copy – contact Clerk</p>	<p>Free Free 10p/sheet</p>
<p>Policies & procedures for the provision of services & the employment of staff:</p> <ul style="list-style-type: none"> • Internal instructions to staff & policies relating to the delivery of services. <ul style="list-style-type: none"> • Equality & diversity policy. • Health & safety policy. • Recruitment policies (including current vacancies). • Policies & procedures for handling requests for information. • Complaints procedures (including those covering requests for information & operating the publication scheme). 	<p>Email Website Hard copy – contact Clerk</p>	<p>Free Free 10p/sheet</p>

Class 5 – Our policies & procedures Current written protocols, policies & procedures for delivering our services & responsibilities		
Information to be published	How the information can be obtained	Cost
Information security policy & Data protection policies	Email Website Hard copy – contact Clerk	Free Free 10p/sheet
Records management policies (records retention, destruction & archive)	Email Website Hard copy – contact Clerk	Free Free 10p/sheet

Class 6 – Lists & Registers Currently maintained lists & registers only		
Information to be published	How the information can be obtained	Cost
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 Westmorland & Furness Council website Hard copy – contact Clerk	Free Free Free 10p/sheet
Register of gifts & hospitality.	Inspection only – contact Clerk	

Class 7 – The services we offer Information about the services we offer, including leaflets, guidance & newsletters produced for the public & businesses.

Current information only

Information to be published	How the information can be obtained	Cost
Allotments.	Email Website Hard copy – contact Clerk	Free Free 10p/sheet
Parks, playing fields & recreational facilities.	Email Website Hard copy – contact Clerk	Free Free 10p/sheet
Seating, litter bins, clocks, memorials & lighting.	Email Website Hard copy – contact Clerk	Free Free 10p/sheet
Bus shelters.	Email Website Hard copy – contact Clerk	Free Free 10p/sheet
Agency agreements.	Email Website Hard copy – contact Clerk	Free Free 10p/sheet

Schedule of charges

Unless a statutory fee applies, most information will be provided free of charge. For instance, information available on the council's website can be downloaded free of charge. However, on some occasions it is necessary to charge a fee:

- Photocopying @ 10p per sheet (black & white) - Actual cost
- Postage -Actual cost of Royal Mail 2nd class

If there is a charge for disbursement e.g. photocopying or postage in order to provide information, we will inform applicants as soon as possible to see if they wish to proceed. However, such charges will usually be waived if they amount to less than £10.00.

The Council will not comply with a request where it will exceed the appropriate limit set out by The Freedom of Information & Data Protection (Appropriate Limit & Fees) Regulations 2004.

Adopted: 2015

Version Control Table

Title	Publication of Information Scheme V1.052015			
Description	Governance Policy – requires annual review			
Created By	Town Clerk			
Date Created	May 2015			
Maintained By	Town Clerk/Legal			
Version Number	Modified By	Modifications Made	Date Modified	Status
V1	T/C & L	Accessibility	25/11/25	Live