

CARNFORTH TOWN COUNCIL - PUBLICATION SCHEME

Class 1 Who we are and what we do - organisational information, locations and contacts		
Information to be published	How the information can be obtained	Cost
Who's who on the Council	<ul style="list-style-type: none">Council Website – "About Us"Hard Copy – Contact Clerk & Proper Officer	Free Free
Roles and Responsibilities	<ul style="list-style-type: none">Council Website – "About Us"Hard Copy – Contact Clerk & Proper Officer	Free 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 (Current and previous financial year as a minimum)		
Information to be published	How the information can be obtained	Cost
Annual Governance and Accountability Return and Auditor's Report	<ul style="list-style-type: none">Council Website – "Council Business"Hard Copy – Contact Clerk & Proper Officer	Free Free
Finalised Budget and Precept	<ul style="list-style-type: none">Council Website – "Council Business" and minutes of Budget/Precept Setting meeting	Free Free
Statement of Accounts	<ul style="list-style-type: none">Council Website – "Council Business"Hard Copy of Statement of Accounts - Contact Clerk & Proper Officer	Free Free
Financial Standing Orders and Regulations	<ul style="list-style-type: none">Council Website – "Policies"Hard Copy – Contact Clerk & Proper Officer	Free Free
List of current contracts awarded and value of contract	<ul style="list-style-type: none">Council Website – "Council Business".Hard Copy – Contact Clerk & Proper Officer	Free Free
Members allowances and expenses	<ul style="list-style-type: none">Council Website – "Council Business".Hard Copy – Contact Clerk & Proper Officer	Free Free

Class 3 What our priorities are and how we are doing - Strategies and plans; performance indicators and reviews		
Information to be published	How the information can be obtained	Cost
Parish Plan *	<ul style="list-style-type: none"> Council Website Hard Copy – Contact Clerk & Proper Officer 	Free Free
Neighbourhood Plan	<ul style="list-style-type: none"> Council Website – “Neighbourhood Plan” Hard Copy – Contact Clerk & Proper Officer 	Free Free
Annual Report (current and previous year as a minimum)	<ul style="list-style-type: none"> Council Website Hard Copy – All households receive a copy. For additional copies contact Clerk & Proper Officer 	Free Free

* Carnforth Town Council doesn't currently have a Parish Plan

Class 4 How we make decisions - Decision making processes and records of decisions (Current and previous council year as a minimum)		
Information to be published	How the information can be obtained	Cost
Procedural Standing Orders	<ul style="list-style-type: none"> Council Website – “Policies” Hard Copy – Contact Clerk & Proper Officer 	Free Free
Timetable of Parish Council Meetings	<ul style="list-style-type: none"> Council Website – “Council Business” Hard Copy – Contact Clerk & Proper Officer 	Free Free
Agendas of Parish Council Meetings	<ul style="list-style-type: none"> Council Website – “Council Business” Hard Copy – posted on the Council noticeboards Hard Copy – Contact Clerk & Proper Officer 	Free Free Free
Minutes of Meetings – NB this will exclude information that is properly regarded as confidential	<ul style="list-style-type: none"> Council Website – “Council Business” Hard Copy – Contact Clerk & Proper Officer 	Free Free
Reports presented to meetings – NB this will exclude information that is properly regarded as confidential	<ul style="list-style-type: none"> Council Website (as necessary) Hard Copy – Contact Clerk & Proper Officer 	Free Free
Responses to consultation papers	<ul style="list-style-type: none"> Council Website – “Council Business” Hard Copy – Contact Clerk & Proper Officer 	Free Free

Class 5 Our policies and procedures - Current written protocols, policies and procedures for delivering our services and responsibilities (Current information only)		
Information to be published	How the information can be obtained	Cost
Policies and procedures for the conduct of council business: Standing orders; Code of Conduct and Policy Statements	<ul style="list-style-type: none"> Council Website – “Policies” Hard Copy – Contact Clerk & Proper Officer 	Free Free
Policies and procedures for the provision of services, employment of staff, management of information, etc; Complaints Procedure	<ul style="list-style-type: none"> Council Website – “Policies” Hard Copy – Contact Clerk & Proper Officer 	Free Free

Class 6 – Lists and Registers - Currently maintained lists and registers only		
Information to be published	How the information can be obtained	Cost
Register of Electors – Copy of the principal authority’s electoral register	<ul style="list-style-type: none"> Visual Inspection – Contact Clerk & Proper Officer 	Free
Asset Register	<ul style="list-style-type: none"> Council Website – “Council Business” Hard Copy – Contact Clerk & Proper Officer 	Free
Register of Members’ Interests	<ul style="list-style-type: none"> Council Website – “About Us” Hard Copy – Contact Clerk & Proper Officer 	Free Free
Register of Gifts and Hospitality	<ul style="list-style-type: none"> Council Website – “About Us” Hard Copy – Contact Clerk & Proper Officer 	Free Free

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)

Information to be published	How the information can be obtained	Cost
Outdoor Maintenance Officer	<ul style="list-style-type: none"> Council Website – “About Us” Update reports in meeting Agendas and Minutes 	Free Free
Allotments	<ul style="list-style-type: none"> Council Website Contact Clerk& Proper Officer 	Free Free
Burial grounds and closed churchyards	<ul style="list-style-type: none"> The Council is currently not responsible for any burial grounds or closed churchyards 	N/A
Community Centres and Village Halls	<ul style="list-style-type: none"> Council Website Contact Clerk& Proper Officer 	Free Free
Parks, playing fields and recreational facilities	<ul style="list-style-type: none"> Currently no responsibility for facilities 	N/A
Seating, litter bins, clocks and lighting	<ul style="list-style-type: none"> Currently no direct responsibility for litter bins, clocks and lighting 	N/A
Bus shelters	<ul style="list-style-type: none"> Council Website Contact Clerk& Proper Officer 	Free Free
Markets	<ul style="list-style-type: none"> The Council is no direct responsibility for markets operating within the Town 	N/A
Public Conveniences	<ul style="list-style-type: none"> The Council is no direct responsibility for Public Conveniences within the Town 	N/A
Services for which the council is entitled to recover a fee (e.g. Community Centres & Village Halls)	<ul style="list-style-type: none"> Council Website Contact Clerk& Proper Officer 	Free Free
Newsletter	<ul style="list-style-type: none"> Council Website Hard Copy – delivered to all households 	Free Free

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Approved by Town Council June 2020