Information available from Cockermouth Town Council under the Model Publication Scheme

Information to be published	How the information can be obtained
Class1 - Who we are and what we do (Organisational information, structures, locations and contacts)	
Who's who on the Council and its Committees	Via our website
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Via our website
Location of main Council office and accessibility details	Via our website
Staffing structure	Via our website
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	
Annual return form and report by auditor	Via our website
Finalised budget	Via our website
Precept	Via our website
Borrowing Approval letter	n/a
Financial Standing Orders and Regulations and Standing Orders	Via our website
Grants given and received	Via our website
List of current contracts awarded and value of contract	Via our website
Members' allowances and expenses	Via our website
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)	
Parish Plan (current and previous year as a minimum)	n/a
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Via our website
Quality status	n/a
Local charters drawn up in accordance with DCLG guidelines	n/a
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum	

Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Via our website
Agendas of meetings (as above)	Via our website
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Via our website
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Via our website
Responses to consultation papers	Hard copy
Responses to planning applications	Via Cumberland Council website
Bye-laws	n/a
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only	
Policies and procedures for the conduct of council business: Procedural standing orders Committee and sub-committee terms of reference Code of Conduct Policy statements	 Via our website Via our website Via our website Via our website
Policies and procedures for the provision of services and about the employment of staff: Equality and diversity policy Health and safety policy Complaints procedures (including those covering requests for information and operating the publication scheme).	 Via our website Via our website Via our website
Records management policies (records retention, destruction and archive)	Hard Copy
Data protection policies	Via our website
Schedule of charges for the publication of information	Via our website
Class 6 – Lists and Registers Currently maintained lists and registers only	
Assets Register	Via our website
Register of members' interests	Via our website
Register of gifts and hospitality	Via our website
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	
Allotment Rules	Hard copy
Parks, playing fields and recreational facilities	Via our website & hard copy
Seating, litter bins, clocks, memorials and lighting	Via our website & hard copy
Bus shelters	Hard copy

Public conveniences	Via our website & hard copy

Contact details:
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Cockermouth Town Council,
Town Hall,
Cockermouth, Cumbria.
CA13 9NP

SCHEDULE OF CHARGES

This describes any charges that will be made for providing any of the above items in hard copy.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying (black & white)	A4 – 10p per sheet A3 – 40p per sheet
	Photocopying (colour)	A4 – 50p per sheet A3 - £1.50 per sheet
	Postage	Actual cost of Royal Mail standard 2nd class