

Information available from Dalston Parish Council under the model publication scheme

Information to be published	How the information can be obtained	Cost
Class 1 – who we are and what we do (This will be current Information only)		
Who's who on the Council and it's committees	Website Email Hard copy from Clerk	Free Free 20p/sheet
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website Email Hard copy from Clerk	Free Free 20p/sheet
Class 2 – What we spend and how we spend it		
Financial information relating to projected and actual income and expenditure	Email Hard copy from clerk	Free 20p/sheet
Annual return form (current year)	Website Email Hard copy from Clerk	Free Free 20p/sheet
Report by auditor	Website Email Hard copy from Clerk	Free Free 20p/sheet
Finalised budget	Email Hard copy from Clerk	Free 20p/sheet
Precept	Email Hard copy from clerk	Free 20p/sheet
Financial Standing Orders and Regulations	Website Email Hard copy from Clerk	Free Free 20p/sheet
Grants given and received	Email Hard copy from Clerk	Free 20p/sheet
List of current contracts awarded and value of contract	Email Website Hard copy from Clerk	Free Free 20p/sheet
Class 3 – What our priorities are and how we are doing		
Parish Neighbourhood Plan 2015-2030	Email Website Hard copy from Clerk	Free Free 20p/sheet
Annual report to Parish meeting	Website Email Hard copy from Clerk	Free Free 20p/sheet

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Class 4 – How we make decisions		
Timetable of meetings (Council, any committee/sub-committee meetings and Parish meetings)	Website Email Hard copy from Clerk	Free Free 20p/sheet
Agendas	Website Noticeboards	Free Free
Minutes of meetings. This will exclude information that is regarded private	Website Email Hard copy from Clerk	Free Free 20p/sheet
Reports presented to Council meetings. This will exclude information that is regarded as private	Email Hard copy from Clerk	Free 20p/sheet
Responses to consultation papers	Email Hard copy from Clerk	Free 20p/sheet
Responses to planning applications	Email Hard copy from Clerk	Free 20p/sheet
Class 5 – Our policies and procedures		
Policies and procedures for the conduct of Council business: General Data Protection Regulation Standing orders Code of conduct Financial Regulations Complaints procedure Press and media policy Protocol on recording and filming of council meetings	Website Email Hard copy from Clerk	Free Free 20p/sheet
Policies and procedures for the provision of services and about the employment of staff: Equality and diversity policy Health and safety policy Habitual and vexatious complaints policy Information Technology policy Policy and procedure for handling requests for information Anti-harassment and bullying policy Risk management policy Sexual harassment policy	Website Email Hard copy from Clerk	Free Free 20p/sheet

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Record management policies (records, retention and archive)	Website Email Hard copy from Clerk	Free Free 20p/sheet
Class 6 Lists and registers		
Asset register	Website Email Hard copy from Clerk	Free Free 20p/sheet
Register of members interests	Website Hard copy from Clerk	Free 20p/sheet
Class 7 – The services we offer		
St Michaels Cemetery is operated by the Parish Council Fees and charges document	Website Email Hard copy from Clerk	Free Free 20p/sheet
Summerfield Play area	Website Email Hard copy from Clerk	Free Free 20p/sheet
Seats & Litter bins on Council owned land and recreation grounds, 3 War Memorials, notice boards, 2 defibrilators	Email Hard copy from Clerk	Free 20p/sheet
The Parish Council own & maintain 2 bus shelters at Bridge End & The Green	Email Hard copy from Clerk	Free 20p/sheet

Contact Details

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