

Information available from Levens Parish Council under the model publication scheme

Information to be published	How the information can be obtained	Cost
<p>Class1 - Who we are and what we do Levens Parish Council, Mr Martin Curry, Clerk to the Council, 18 Barn Holme, KENDAL LA9 5LP</p> <p>Telephone: 07388 920410 Email: levens.parish@gmail.com Parish Council website: levens.org.uk</p>		
Who's who on the Council and its Committees	Parish Council website	Nil
Contact details for Parish Clerk and Council members	Clerk: Parish Council website. Councillors: hard copy/email – contact Clerk.	All emails free of charge or 10p per page plus postage
Location of main Council office and accessibility details	Contact Clerk	
Staffing structure	The Clerk is the sole employee	
<p>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)</p>		
Annual return form and report by auditor	Hard copy/email – contact Clerk	All emails free of charge or 10p per page plus postage
Finalised budget	Hard copy/email – contact Clerk	All emails free of charge or 10p per page plus postage
Precept	Hard copy/email – contact Clerk	All emails free of charge or 10p per page plus postage
Borrowing Approval letter	N/A	N/A
Financial Standing Orders and Regulations	Hard copy/email – contact Clerk	All emails free of charge or 10p per page plus postage
Grants given and received	Hard copy/email – contact Clerk	All emails free of charge or 10p per page plus postage
List of current contracts awarded and value of contract	Hard copy/email – contact Clerk	All emails free of charge or 10p per page plus postage

Members' allowances and expenses	Hard copy/email – contact Clerk	All emails free of charge or 10p per page plus postage
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)		
Parish Plan	Hard copy/email – contact Clerk	All emails free of charge or 10p per page plus postage
Annual Report to Parish Meeting	Hard copy/email – contact Clerk	All emails free of charge or 10p per page plus postage
Quality status	Hard copy/email – contact Clerk	All emails free of charge or 10p per page plus postage
Local charters drawn up in accordance with DCLG guidelines	N/A	N/A
Class 4 – How we make decisions (Decision making processes and records of decisions)		
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Parish Council website	Nil
Agendas of meetings (as above)	- Parish Notice Board - Parish Council website - Hard copy/email – contact Clerk	All emails free of charge or 10p per page plus postage
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	- Parish Notice Board - Parish Council website - Hard copy/email – contact Clerk	All emails free of charge or 10p per page plus postage
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Hard copy/email – contact Clerk	All emails free of charge or 10p per page plus postage
Responses to consultation papers	Hard copy/email – contact Clerk	All emails free of charge or 10p per page plus postage
Responses to planning applications	Hard copy/email – contact Clerk	All emails free of charge or 10p per page plus postage
Bye-laws	N/A	N/A
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)		
Policies and procedures for the conduct of council business: <ul style="list-style-type: none"> Procedural standing orders 		

<ul style="list-style-type: none"> • Committee and sub-committee terms of reference • Delegated authority in respect of officers • Code of Conduct • Policy statements 	Hard copy/email – contact Clerk	All emails free of charge or 10p per page plus postage
Policies and procedures for the provision of services and about the employment of staff: <ul style="list-style-type: none"> • Internal policies relating to the delivery of services • Equality and diversity policy • Health and safety policy • Recruitment policies • Policies and procedures for handling requests for information • Complaints procedures (including those covering requests for information and operating the publication scheme) 	<ul style="list-style-type: none"> • N/A • Hard copy/email- contact Clerk • N/A • N/A • N/A • N/A 	All emails free of charge or 10p per page plus postage
Information security policy	N/A	N/A
Records management policies (records retention, destruction and archive)	Hard copy/email – contact Clerk	All emails free of charge or 10p per page plus postage
Data protection policies	N/A	N/A
Schedule of charges (for the publication of information)	Hard copy/email – contact Clerk	All emails free of charge or 10p per page plus postage
Class 6 – Lists and Registers		
Currently maintained lists and registers only		
Any publicly available register or list	N/A	N/A
Assets Register	Hard copy/email – contact Clerk	All emails free of charge or 10p per page plus postage
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)	Hard copy/email – contact Clerk	All emails free of charge or 10p per page plus postage
Register of members’ interests	Parish Council website	Nil
Register of gifts and hospitality	N/A	N/A
Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)		
Allotments	Hard copy/email – contact Clerk	All emails free of charge or 10p per page plus postage
Burial grounds and closed churchyards	N/A	N/A
Community centres and village halls	N/A	N/A

Parks, playing fields and recreational facilities	N/A	N/A
Seating, litter bins, clocks, memorials and lighting	Hard copy/email – contact Clerk	All emails free of charge or 10p per page plus postage
Bus shelters	Hard copy/email – contact Clerk	All emails free of charge or 10p per page plus postage
Markets	N/A	N/A
Public conveniences	N/A	N/A
Agency agreements	N/A	N/A
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	See Allotments above, plus Parking and Land – contact Clerk	All emails free of charge or 10p per page plus postage
Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above		

Contact details: Mr Martin Curry, Clerk to the Council, 18 Barn Holme, Kendal, LA9 5LP
Telephone: 07388 920410
Email: levens.parish@gmail.com

SCHEDULE OF CHARGES

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 10p per sheet (black & white)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class

Reviewed May 2023