



WINDERMERE & BOWNESS TOWN COUNCIL

Representing the interests of the communities of Windermere, Bowness and Troutbeck Bridge

Information available from Windermere & Bowness Town Council under the model publication scheme

Information to be published	How the information can be obtained	Cost
Class1 - Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only	Hard copy Website	Actual Cost
Who's who on the Council and its Committees		
Contact details for Town Clerk and Council members (named contacts where possible with telephone number and email address (if used))		
Location of main Council office and accessibility details		
Staffing structure		
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	Hard copy or website	Actual cost
Annual return form and report by auditor		
Finalised budget		
Precept		
Borrowing Approval letter (where appropriate)		
Financial Standing Orders and Regulations		
Grants given and received		
List of current contracts awarded and value of contract		
Members' allowances and expenses		



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Class 3 - What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)	Hard copy or website	Actual Cost
Parish Plan (current and previous year as a minimum)		
Annual Report to Parish or Community Meeting (current and previous year as a minimum)		
Quality status		
Local charters drawn up in accordance with DCLG guidelines		
Class 4 - How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum	Hard copy or website	
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)		
Agendas of meetings (as above)		
Minutes of meetings (as above) - this will exclude information that is properly regarded as private to the meeting.		
Reports presented to council meetings - this will exclude information that is properly regarded as private to the meeting.		
Responses to consultation papers		
Responses to planning applications		
Any relevant Bye-laws		
Class 5 - Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)	Hard copy or website	Actual Cost



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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		
Policies and procedures for the provision of services and about the employment of staff: Recruitment policies (including current vacancies) Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme)		
Class 6 - Lists and Registers Currently maintained lists and registers only	Hard copy or website; (some information may only be available by inspection)	Actual Cost
Any publicly available register or list		
Assets Register		
Register of members' interests		
Register of gifts and hospitality		



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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	Hard copy or website; (some information may only be available by inspection)	
Allotments		
Parks, playing fields and recreational facilities		
Seating, litter bins, clocks, memorials and lighting		
Public conveniences		
Agency agreements		
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)		
Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above		Actual Cost

Contact details:

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 clerk@windermere-tc.gov.uk