



Ulverston Town Council Publication and Access Scheme Policy

Ulverston Town Council is required to make information available to the community under a 'Publication Scheme'. There are various ways in which the information can be supplied, either as hard copy, which means we are required to provide the information:

- as a printed document on request,
- through our website,
- Inspection of documents at our offices.

We aim to provide as much information as possible through this website. The information the council undertakes to provide under the scheme is divided into a number of 'classes'. These are shown below, together with details of how to obtain that information:

Class 1:

Who We Are and What We Do:

Contact details for the Town Clerk & Council Members:

- Councillor details are available on the website or in hard copy on request from the office.
- The Town Clerk is Katie Moore who can be contacted at Ulverston Town Council, Council Offices, County Square, Ulverston, Cumbria, LA12 7LZ. 01229 585778. admin@ulverstoncouncil.org.uk

Location of Main Council Office and Accessibility Details:

- The Council's offices are located at: Town Council Office, County Square, Ulverston, Cumbria, LA12 7LZ.
- The Town Council office is fully accessible.

- The Town Council meets at Croftlands Community Centre which is fully accessible.

What We Do:

- Details of the services provided by the Council can be found on this website in the 'Council Services' section.

Staffing Structure:

- The Council employs three members of staff
Clerk: Full Time
Project and Admin Officer: 20 hours per week
Finance and Admin Officer: 15 hours per week

Class 2:

What We Spend and How We Spend It

- Annual Return and Audit Reports:
These are available in hard copy on request from the office.
- Financial Statements, Budgets and Details of Precept:
These are available on the website
- Financial Standing Orders and Regulations:
These are available on the website.
- Copies of our monthly expenditure breakdown is available on the website. This includes all expenditure.

Grants Given:

The Council has a budget for grants for festivals and local groups. A copy of the grant application form and details of how the criteria can be found on the Council's website. Hard copies are available from the office.

Grants awarded to the council:

Details of these will be found in budget papers and minutes.

Current Contracts Awarded and Value of Contract:

These are available in hard copy on request from the office. Details of contracts over £5000 in value will also appear on the website.

Members' Allowances and Expenses

- Members of Ulverston Town Council **do not receive any allowances**, other than for the position of Town Mayor and Deputy Mayor.

- Details are available within the budget on the website. These are available in hard copy on request from the office.

Class 3:

What Our Priorities Are and How We Are Doing

Report to Annual Town Meeting:

This is available on website, hard copy on request from the office.

Audit Reports

These are available in hard copy on request from the office.

Newsletter

The Talk of the Town Newsletter is published three times per year. It is available on the website.

Class 4 – How We Make Decisions

- Details of all Council meetings for the current civic year, together with agendas and minutes are available from the website. Minutes and agendas of meetings from previous years are available on line or from the office
- Copies of any reports prepared by officers are available on request from the office, although it should be noted that copies of confidential reports cannot be supplied.
- The Town Council meets once a month as a full council. This is where all strategic decisions are made together with decisions on planning.
- There are Four Standing Committees:
 - Finance and Grants** – meet once a month
 - Policy and General Purposes** – meet once a month
 - Allotments** – Meet 2/3 times per years plus allotment inspections
 - Human Resources** - Meet once a year and then as required
- Working groups are also established as necessary
- Councillors work with and are appointed to work with the following outside groups as volunteers:
 - Town Lands Trust
 - Albert Twinning Association
 - Ulverston Community Partnership.
 - St John Ambulance
 - Air Training Corp
 - Age Concern
 - Croftlands Community Association

Ford Park Community Group
GSK Environmental committee
Canal Steering Group
Ulverston Inshore Rescue
Ulverston Town Band
Ulverston Traders Association
Ulverston in Bloom
Carnival Parade Committee
Lantern Procession committee
St Georges Day Committee
Dickensian Festival
Local Area Partnership
SLDC Committee of CALC
Friends of Ulverston Canal
Monument Lighthouse Keepers

Class 5:

Our Policies and Procedures

Available on website:

- Standing Orders
- Councillor Code of Conduct
- Financial Regulations
- Co-Option Policy
- London Bridge
- Equality & Diversity Policy
- Financial & General Risk Assessment
- Health & Safety Policy
- Honorary Freeman/Freewoman of Ulverston
- Data Protection & Privacy Policy
- Mayoral Policy and Job Description
- Recording of Council Meetings
- Publication Scheme (Access to Documents)
- Social Media & Electronic Communication Policy
- Bench Policy
- Staff Policies Manual
- Transparency Code
- Document Retention Policy
- Tree Policy
- Environmental Policy Statement
- Allotment Risk Assessment

- Allotments Policy
- Monument Lighting Policy
- Dignity at Work Policy
- IT Policy
- Working from home Policy
- Accessibility Statement

Class 6:

Lists and Registers

Copies of any lists or registers held by the Council may be viewed as follows:

These include:

- Register of the Council's Assets, Land and Property and leases. At the office
- Register of Members' Interests. On the website
- Register of Gifts and Hospitality (if any) at the office

We will not allow access to some lists held by the Council - for example a list of Allotment Tenants. These lists hold personal data and come within Data Protection Act restrictions.

How we communicate:

- Website: www.ulverstoncouncil.org.uk
- Facebook: Ulverston Town Council
- Instagram: ulverstontowncouncil
- Annual Meeting of the Council (in May)
- Annual Town Meeting (in May)
- 11 full council meetings per year
- Councillor's surgeries and meetings

Inspection:

If you wish to inspect information at the Council offices, please contact us first to make an appointment. We can then ensure that the information you require is available.

Class 7:

The Services we provide:

Full details of all the Council's services can be found on this website in the 'Council Services' section. If you need any additional information about any service, or project please contact the office.

The services are:

- Provision of circa 350 allotments
- Management and stewardship of Sir John Barrow Monument
- Management and stewardship of Sir John Barrow Cottage
- Management and Stewardship of the War Memorial
- Management of Gill Banks Greens space
- Management of Little Hoad Green Space
- Management of 7 bus shelters
- Management of public conveniences at the Gill
- Management of 50 benches
- Grants to local organisations and festivals (twice a year)
- Christmas Lights
- Eco Fair event
- Civic Events and Charter Festival
- Carols at the Coro event
- Management of website, Facebook, Twitter and Instagram
- Support of Ulverston Community Partnership and Ulverston Business Improvement District

If you require copies of any information, the Council may charge for the cost of copying. A charge of 10p is made for each page copied in black and white.

Freedom of Information Requests:

The Freedom of Information Act 2000 requires that the Council supplies to any individual the details of any information it holds on any given matter - subject to some exemptions where the information is confidential or contains data, we cannot supply under the terms of Data Protection legislation.

Before you submit any formal request under the Freedom of Information Act, you should ensure that the information cannot be obtained in a less formal manner - for instance via this website or through a simple telephone call or email to the office.

If you believe you cannot find the information you require, you should make a formal Freedom of Information request to the Council.

How to Make a Freedom of Information Request:

- Requests under the Freedom of Information Act 2000 should be sent either in writing or by email.
- They should be addressed to the Council's Chief Officer and MUST be clearly marked as a Freedom of Information request.

- Your request should include your full name, a contact address and email address (if you have one) and, preferably, a contact telephone number.
- You should include as much information as possible about your request, and you should be as specific as possible about the information you require.
- What Happens Next? When the Council receives a request, it will acknowledge receipt - generally by email and will let you know if it holds the information you are requesting.
- The Council has 20 working days in which to respond to your request but, wherever possible, we will aim to respond more quickly. If your request is complicated and we need more time, the Council will contact you to let you know.
- Can the Council Refuse My Request?
Under certain circumstances, the Council can refuse to supply information. Generally, this will be where the Council does not hold the information requested or where the information is subject to Data Protection legislation or has been validly dealt with in a confidential session of the Council. (Part II)
- The Council may also refuse to supply the information if it is readily available elsewhere (on this website), if it is a repeat request for the same information as has been previously supplied, or if the Council believes that the request is vexatious.
- Is There a Charge for the Information?
Generally, the Council will not make a charge for supplying information. However, it can do so if the amount of time needed to compile the information is likely to cause the Council considerable expense, usually anything in excess of £500. In such circumstances, a charge of £25 per hour may be levied. The Council will contact you to discuss the matter before any such work is undertaken. It may be that your request could be refined to reduce the cost.
- If you require any copies of information, a charge will be made of 10p per sheet for black and white copies
- The costs of any postage will be charged at the prevailing rate. The Council reserves the right to ask for any charges levied in advance before any copies or information is supplied.

Use of the Town Crest:

The official coat of arms (crest) for Ulverston was officially granted on December 1, 1955. It features a wolf, referencing the town's Old Norse

history. It acts as the official emblem for Ulverston Town Council, representing the town's administration.

Use of the Crest will represent Ulverston Town Council and shall only be licenced for use to show the support of the Town Council. This will only be in instances of a local organisation, charity or group receiving Council funding and working with, or on behalf of the Town Council.

The Town crest may be used in connection with a public event taking place in Ulverston, if the Town Council either has involvement in the event or has provided a grant for the event.

Such uses may be authorised by the Town Clerk.

The Town Crest cannot be used for party political purposes. Promotional materials, such as flyers, websites and social media pages created for a political party's publicity should not bear the Town Council crest.

Exception for official business: It is acceptable for councillors to use official, branded paper or resources when conducting council-related work, such as constituent surgeries or correspondence.

Approved by Council: 18 May2026

Minute No: D018

Date of review: May 2027

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