

**SCHEDULE 1**

**Information available from Wrightington Parish Council under the Model Publication Scheme**

<b>Information to be published</b>	<b>How the information can be obtained</b>	<b>Cost</b>
<p><b>Class1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts)</p> <p>This will be current information only</p>	<p>Hard Copy/Website/Other</p> <p>Website - Download</p> <p>Hard Copy – Contact Clerk</p>	<p>Free</p> <p>20 pence per single side</p>
Who's who on the Council and its Committees	<p>Website – Download</p> <p>Hard Copy – Contact Clerk</p>	<p>Free</p> <p>20 pence per single sheet</p>
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	<p>Website – Download</p> <p>Hard Copy – Contact Clerk</p>	<p>Free</p> <p>20 pence per single sheet</p>
Location of main Council office and accessibility details	<p>Website – Download</p> <p>Contact Clerk</p>	
Staffing structure	<p>Clerk – only employee</p> <p>By Inspection</p>	

<b>Class 2 – What we spend and how we spend it</b> (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/Website/Other	20 pence per single sheet
Annual return form and report by auditor	Hard Copy – Contact Clerk	20 pence per single sheet
Finalised budget	Hard Copy – Contact Clerk	20 pence per single sheet
Precept	Stated in Parish Council Minutes: Website – Download Hard Copy – Contact Clerk	Free 20 pence per single sheet
Borrowing Approval letter	NOT APPLICABLE	
Financial Standing Orders and Regulations	Website – Download Hard Copy – Contact Clerk	Free 20 pence per single sheet
Grants given and received	Stated in Parish Council Minutes: Website – Download Hard Copy – Contact Clerk	Free 20 pence per single sheet
List of current contracts awarded and value of contract	Stated in Parish Council Minutes: Website – Download Hard Copy – Contact Clerk	Free 20 pence per single sheet
Members' allowances and expenses	Not Applicable	

<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)	Stated in Parish Council Minutes: Website – Download Hard Copy – Contact Clerk	Free 20 pence per single sheet
Parish Plan (current and previous year as a minimum)	Hard Copy – Contact Clerk	Cost of postage- whilst stocks of the document remain
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Website – Download Hard Copy – Contact Clerk	Free 20 pence per single sheet
Quality status	NOT ACHIEVED AT THE MOMENT	NOT APPLICABLE
Local charters drawn up in accordance with DCLG guidelines	NOT APPLICABLE	
<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions)		
Current and previous council year as a minimum	Parish Council Standing Orders: Website Hard Copy – Contact Clerk	Free 20 pence per single sheet
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Can be viewed in Parish Council Notice Boards Website – Download Hard Copy – Contact Clerk	Free 20 pence per single sheet
Agendas of meetings (as above)	Can be viewed in Parish Council Notice Boards Hard Copy – Contact Clerk	20 pence per single sheet
Minutes of meetings (as above) – nb: this will exclude information that is properly	Can be viewed in Parish	

regarded as private to the meeting.	Council Notice Boards Website – Download Hard Copy – Contact Clerk	Free 20 pence per single sheet
Reports presented to council meetings – nb: this will exclude information that is properly regarded as private to the meeting.	Detailed in Parish Council Minutes: Website – Download Hard Copy – Contact Clerk	Free 20 pence per single sheet
Responses to consultation papers	Detailed in Parish Council Minutes: Website – Download Hard Copy – Contact Clerk	Free 20 pence per single sheet
Responses to planning applications	Detailed in Parish Council Minutes: Website – Download Hard Copy – Contact Clerk	Free 20 pence per single sheet
Bye-laws	NOT APPLICABLE	NOT APPLICABLE
<b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities)  Current information only	Hard Copy/Website/Other	
Policies and procedures for the conduct of council business:  Procedural standing orders ) Committee and sub-committee terms of reference ) Delegated authority in respect of officers )	Hard Copy – Contact Clerk	20 pence per single sheet

Code of Conduct ) Policy statements )		
<p>Policies and procedures for the provision of services and about the employment of staff:</p> <p>Internal policies relating to the delivery of services</p> <p>Equality and diversity policy Health and safety policy</p> <p>Recruitment policies (including current vacancies)</p> <p>Policies and procedures for handling requests for information</p> <p>Complaints procedures (including those covering requests for information and operating the publication scheme)</p>	<p>Contained in Standing Orders – Contact Clerk Not Applicable Risk Assessments documentation available for inspection– Contact Clerk Nothing Specific – Advertise as necessary As detailed in the Publication Scheme – Contact Clerk Hard Copy – Contact Clerk</p>	20 pence per single sheet
Information security policy	Nothing Specific	
Records management policies (records retention, destruction and archive)	Policy documentation available for inspection – Contact Clerk	
Data protection policies	In line with the Data Protection Act	
Schedule of charges (for the publication of information)	See details at end of this document	
<b>Class 6 – Lists and Registers</b>	(hard copy/website; some information may only be available by inspection)	
Currently maintained lists and registers only		

Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	NONE HELD	
Assets Register	By Inspection – Contact Clerk	20 pence per single sheet
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)	None Held by Council	
Register of members' interests	By Inspection – Contact Clerk	20 pence per single sheet
Register of gifts and hospitality	By Inspection – Contact Clerk	20 pence per single sheet
<b>Class 7 – The services we offer</b> (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)  Current information only	(hard copy/website; some information may only be available by inspection)	
Allotments	Not Applicable	
Burial grounds and closed churchyards	Not Applicable	
Community centres and village halls	Available for inspection – Contact Clerk	
Parks, playing fields and recreational facilities	Not Applicable	
Seating, litter bins, clocks, memorials and lighting	List available for inspection – Contact Clerk	
Bus shelters	List available for inspection – Contact Clerk	
Markets	Not Applicable	
Public conveniences	Not Applicable	
Agency agreements	Available for inspection – Contact Clerk	
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Not Applicable	

<b>Additional Information</b> This will provide Councils with the opportunity to publish information that is not itemised in the lists above		

**Contact details:** Documentation will be made available for inspection by local electors between 10:00 am and 4:00 pm, Monday to Friday. A prior appointment should be made in writing to:  
**Mrs C A Cross**  
**Clerk to Wrightington Parish Council**  
**43 Kingsmead**  
**Chorley**  
**Lancashire**  
**PR7 3JY**  
**Tel: 01257 265067**  
**Email: Carolyn.parishcouncil@googlemail.com**

## SCHEDULE OF CHARGES

This describes how the charges have been arrived at:

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
<b>Disbursement cost</b>	Photocopying @ 20p per A4 sheet (black & white)	Actual cost * - cost of time, paper and ink
	Photocopying @ 40p per A4 sheet (colour)	Actual cost* - cost of time, paper and ink
	Postage	Actual cost of Royal Mail standard 1 <sup>st</sup> or 2 <sup>nd</sup> class as agreed with the addressee
<b>Statutory Fee</b>		In accordance with the relevant legislation (quote the actual statute)
<b>Other</b>	Items larger than A4	Re-charged at cost to Parish Council