

SCHEDULE 1

Information available from Wrightington 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 (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>
<p>Who’s who on the Council and its Committees</p>	<p>Website – Download</p> <p>Hard Copy – Contact Clerk</p>	<p>Free</p> <p>20 pence per single sheet</p>
<p>Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))</p>	<p>Website – Download</p> <p>Hard Copy – Contact Clerk</p>	<p>Free</p> <p>20 pence per single sheet</p>
<p>Location of main Council office and accessibility details</p>	<p>Website – Download</p> <p>Contact Clerk</p>	
<p>Staffing structure</p>	<p>Clerk – only employee</p> <p>By Inspection</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) 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	

Class 3 – What our priorities are and how we are doing (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	
Class 4 – How we make decisions (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
Class 5 – Our policies and procedures (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)		
Policies and procedures for the provision of services and about the employment of staff: Internal policies relating to the delivery of services Equality and diversity policy Health and safety policy 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)	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	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	
Class 6 – Lists and Registers Currently maintained lists and registers only	(hard copy/website; some information may only be available by inspection)	

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
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/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	

Additional Information		
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
321 Preston Road
Standish
WIGAN
WN6 0QB
Tel: 01257 423128
Email: Carolyn.parishcouncil@googlemail.com

SCHEDULE OF CHARGES

This describes how the charges have been arrived at:

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	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 st or 2 nd class as agreed with the addressee
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)
Other	Items larger than A4	Re-charged at cost to Parish Council