

**Information Available from Bretherton Parish Council Under the Model Publication Scheme**  
**The Risk Assessment recommends that the Publication Scheme is reviewed on an annual basis**  
**The Parish Council operates a website; bretherton.org.uk. Where information is available on the site, electronic copies will only be provided in exceptional circumstances**

<b>Class 1 – Who we are and what we do</b> <i>(Organisational information, structures, locations and contacts). This will be current information only. NB. Councils should already be publishing as much information as possible about how they can be contacted.</i>	<i>How the Information can be Obtained (ie. hard, electronic copy, website, inspection)</i>	
Who's who on the Council and its Committees	Electronic copy from the Clerk Hard copy from the Clerk	25p per A4 sheet plus postage
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Electronic copy from the Clerk Hard copy from the Clerk PC Noticeboards x 2	25p per A4 sheet plus postage Free
Location of main Council office and accessibility details	Electronic copy from the Clerk Hard copy from the Clerk PC Noticeboards x 2 <i>Note: no public accessibility – meetings at Clerk's home by pre-arrangement</i>	Free 25p per A4 sheet plus postage Free
Staffing structure	Electronic copy from the Clerk Hard copy from the Clerk	25p per A4 sheet plus postage
<b>Class 2 – What we spend and how we spend it</b> <i>(Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit. Current and previous financial year as a minimum.</i>	<i>How the Information can be Obtained (ie. hard, electronic copy, website, inspection)</i>	<i>Cost</i>
Annual return form and report by auditor	Hard copy from the Clerk Electronic copy from the Clerk	25p per A4 sheet plus postage
Finalised budget	Hard copy from the Clerk Electronic copy from the Clerk	25p per A4 sheet plus postage
Precept	Hard copy from the Clerk Electronic copy from the Clerk	25p per A4 sheet plus postage
Borrowing Approval Letter	Not applicable	Not applicable
Financial Standing Orders and Regulations	Hard copy from the Clerk Electronic copy from the Clerk	25p per A4 sheet plus postage
Grants given and received	Hard copy from the Clerk Electronic copy from the Clerk	25p per A4 sheet plus postage
List of current contracts awarded and value of contract	Hard copy from the Clerk Electronic copy from the Clerk <i>Exclusions: all commercially sensitive information eg. Quotations and tenders. With regard to quotations and tenders, this information is treated as confidential to ensure that the whole tender process is fair.</i>	25p per A4 sheet plus postage

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Members' allowances and expenses	Not applicable	Not applicable
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<b>Class 3 – What our priorities are and how we are doing</b> <i>(Strategies and plans, performance indicators, audits, inspections and reviews)</i>	<i>How the Information can be Obtained (ie. hard, electronic copy, website, inspection)</i>	<i>Cost</i>
Parish Plan (current and previous year as a minimum)	Not Applicable	Not Applicable
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Electronic copy from the Clerk Hard copy from the Clerk <i>Note: All properties in the parish receive a free copy annually</i>	25p per A4 sheet plus postage
Quality Status	Not applicable at this time, however, when applicable then: - Electronic copy from the Clerk Hard copy from the Clerk	25p per A4 sheet plus postage
Local charters drawn up in accordance with Government guidelines	Not applicable at this time, however, if applicable then: - Electronic copy from the Clerk Hard copy from the Clerk	25p per A4 sheet plus postage
<b>Class 4 – How we make decisions</b> <i>(Decision making process and records of decisions). Current and previous council year as a minimum</i>	<i>How the Information can be Obtained (ie. hard, electronic copy, website, inspection)</i>	<i>Cost</i>
Timetable of meetings (Council, any committee / sub-committee meetings and parish meetings).	Electronic copy from the Clerk Hard copy from the Clerk PC Noticeboards x 2	25p per A4 sheet plus postage Free
Agenda of meetings (as above)	Electronic copy from the Clerk Hard copy from the Clerk Attendance at PC meetings PC Noticeboards x 2	25p per A4 sheet plus postage
Minutes of Meetings (as above) – NB this will exclude information that is properly regarded as private to the meeting.	Electronic copy from the Clerk Hard copy from the Clerk <i>Note: only available once approved</i>	25p per A4 sheet plus postage
Reports presented to council meetings – NB this will exclude information that is properly regarded as private to the meeting.	Hard copy from the Clerk Electronic copy from the Clerk	25p per A4 sheet plus postage
Responses to consultation papers.	Hard copy from the Clerk Electronic copy from the Clerk <i>Exclusions: copies of planning consultations, local plan and other documentation which is published by and are available from the local planning and/or highway authority respectively.</i>	25p per A4 sheet plus postage

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Responses to planning applications.	Hard copy from the Clerk Electronic copy from the Clerk	25p per A4 sheet plus postage
Bye-laws.	Not applicable	Not applicable

<b><i>Class 5 – Our Policies and Procedures</i></b> <i>(Current written protocols, policies and procedures for delivering our services and responsibilities). Current information only</i>	<b><i>How the Information can be Obtained</i></b> <b><i>(ie. hard, electronic copy, website, inspection)</i></b>	<b><i>Cost</i></b>
Policies and procedures for the conduct of council business: <ul style="list-style-type: none"> <li>▪ Procedural standing orders</li> <li>▪ Committee and sub-committee terms of reference</li> <li>▪ Delegated authority in respect of officers</li> <li>▪ Code of Conduct</li> <li>▪ Policy statements</li> </ul>	Electronic copy or hard copy from the Clerk  Electronic copy or hard copy from the Clerk  Not applicable at this time  Electronic copy or hard copy from the Clerk. Also available from District Council  Electronic copy or hard copy from the Clerk	Free or 25p per 4A sheet plus postage  Free or 25p per 4A sheet plus postage  Not applicable at this time  25p per 4A sheet plus postage  25p per 4A sheet plus postage

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Policies and procedures for the provision of services and about the employment of staff: <ul style="list-style-type: none"> <li>Internal policies relating to the delivery of services</li> <li>Equality and diversity policy</li> <li>Health and safety policy</li> <li>Recruitment policies (including current vacancies)</li> <li>Policies and procedures for handling requests for information</li> <li>Complaints procedures (including those covering requests for information and operating the publication scheme)</li> </ul>	If in place, electronic copy or hard copy from the Clerk	25p per A4 sheet plus postage
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	If in place, electronic copy or hard copy from the Clerk	Free or 25p per A4 sheet plus postage
Information security policy	If in place, electronic copy or hard copy from the Clerk	25p per A4 sheet plus postage
Records management policy (records retention, destruction and archive)	If in place, electronic copy or hard copy from the Clerk	25p per A4 sheet plus postage
Data protection policies	If in place, electronic copy or hard copy from the Clerk	25p per A4 sheet plus postage
Schedule of charges (for the publication of information)	Electronic copy from the Clerk Hard copy from the Clerk	25p per A4 sheet plus postage
<b>Class 6 – Lists and Registers</b> <i>Currently maintained lists and registers only</i>	<b>How the Information can be Obtained</b> <i>(ie. hard, electronic copy, website, inspection)</i>	<b>Cost</b>
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice).	Not applicable	Not applicable
Assets Register	Electronic copy available from the Clerk Hard copy available from the Clerk	25p per A4 sheet plus postage
Disclosure Log (including the information that has been provided in response to requests; recommended as good practice, but may not be held by parish councils)	Not applicable	Not applicable
Register of members' interests	Hard copy available from the Clerk Available by inspection at PC meetings, by arrangement	25p per A4 sheet plus postage Free

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Register of gifts and hospitality	Hard copy available from the Clerk. Available by inspection at PC meetings, by arrangement	25p per A4 sheet plus postage Free
<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	<i>How the Information can be Obtained (ie. hard, electronic copy, website, inspection)</i>	<i>Cost</i>
Allotments	Not applicable	Not applicable
Burial grounds and closed churchyards	Not applicable	Not applicable
Community centres and village halls	Not applicable	Not applicable
Parks, playing fields and recreational facilities	<i>Note: With reference to the Recreation Ground</i> Electronic copy available from the Clerk Hard copy available from the Clerk	Free 25p per A4 sheet plus postage
Seating, litter bins, clocks, memorials and lighting	<i>Note: With reference to Parish seating</i> Electronic copy available from the Clerk Hard copy available from the Clerk	25p per A4 sheet plus postage
Bus shelters	Not applicable	Not applicable
Markets	Not applicable	Not applicable
Public conveniences	Not applicable	Not applicable
Agency agreements	Not applicable	Not applicable
A summary of services for which the council is entitled to recover a fee, together with those fees (eg. burial fees)	Not applicable	Not applicable

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<b>Additional Information</b> This will provide Councils with the opportunity to publish information that is not itemised in the lists above.	<i>How the Information can be Obtained (ie. hard, electronic copy, website, inspection)</i>	<i>Cost</i>
Quarterly Newsletter	Electronic copy from the Clerk Hard copy from the Clerk <i>Note: All properties in the parish receive one copy each quarter.</i>	25p per A4 sheet plus postage
Website	PC Website provides information which can be accessed by the public. Where information is available on the website, electronic copies will not be provided Electronic copy from the Clerk Hard copy from the Clerk	25p per A4 sheet plus postage
Parish Information Leaflet Annual Report	Electronic copy from the Clerk Hard copy from the Clerk	25p per A4 sheet plus postage
Members Declaration of Acceptance of Office	Electronic copy from the Clerk Hard copy from the Clerk	25p per A4 sheet plus postage
Job Description of employees/officers	Electronic copy from the Clerk Hard copy from the Clerk	25p per A4 sheet plus postage
Terms and conditions of employment of employees/officers (exclusions 'personal records'.	<i>Note: This is private information and not available under this publication scheme</i>	Not applicable
VAT records.	Electronic copy from the Clerk Hard copy from the Clerk	25p per A4 sheet plus postage
Risk Assessment.	Electronic copy from the Clerk Hard copy from the Clerk	25p per A4 sheet plus postage
Insurance.	Electronic copy from the Clerk Hard copy from the Clerk	25p per A4 sheet plus postage

**Contact Details:**

Glenys Southworth.  
 Clerk to Bretherton Parish Council  
 12 The Avenue,  
 Penwortham

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01772746178

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**Schedule of Charges:**

This describes how the charges have been arrived at and should be published as part of the guide.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement Cost	Information which can be inspected	The Parish Council is able to offer some information by inspection by arrangement at no cost.
Disbursement Cost	Information which can be obtained from the website	The Parish Council is currently in the process of developing a website and will be able to make some information available at no cost on line in the future.
Disbursement Cost	Information which can be obtained electronically via the Clerk	The Parish Council has email facilities and is therefore able to send electronic pdf copies of documents at no cost.
Disbursement Cost	Information which can be obtained in hard copy format via the Clerk - Photocopying @ 25p per sheet (black and white)	Actual cost incurred to Parish Council is 25p per A4 sheet
Disbursement Cost	Information which can be obtained in hard copy format via the Clerk - Photocopying @ 325p per sheet (colour)	Do not generally offer photocopying in colour, however, special requests can be accommodated and actual cost incurred to Parish Council is 325p per A4 sheet
Disbursement Cost	Information that is in hard copy format and requires to be sent by post to the requester	Actual cost incurred to Parish Council of Royal Mail Standard 2 <sup>nd</sup> Class Postage (dependant on size and weight)
Statutory Fee	Not applicable	Not applicable
Other	Clerks time and hourly cost in processing information requests.	The Parish Council reserve the right to charge for the Clerk's time in gathering and processing information requests received from the public. This will be based on the hourly salary rate of the Clerk drawn up by the National Association of Local Councils and the Society of Local Council Clerks.