

WHITTINGHAM PARISH COUNCIL
FREEDOM OF INFORMATION ACT 2000
Guide to classes of information available

This guide details what information is readily available from Whittingham Parish Council under the Freedom of Information Act 2000 Model Publication Scheme, together with the costs. The Model Publication Scheme issued by the Information Commissioner was updated and adopted by the Parish Council on **11th April 2024**.

Any information not listed may be requested in writing, but may not always be available for reasons outside the control of the Parish Council e.g. personal information covered by the Data Protection Act. However, each request for information will be treated according to its merits and where information cannot be made available, the reasons will be given.

INFORMATION TO BE PUBLISHED		
Class 1 - Who we are and what we do Organisational information, structures, locations and contacts	How the information can be obtained	Information Cost
<p>Who's who on the Council and its Committees Parish Clerk & 7 elected Parish Cllrs (4 on Higher Ward, 3 on Lower Ward)</p> <p>Currently no Committees are formed.</p> <p>Map of the Parish</p>	<p>Newsletter, Website, Notice Boards or email the Clerk for a PDF or hard copy</p>	<p>Free</p>
<p>Contact details for Parish Clerk and Council members Clerk@whittinghamparishcouncil.org.uk</p> <p>24 Merefield, Astley Village, Chorley, PR7 1UR 01257 415634</p> <p>Cllr emails are in the format cllr.surname@whittinghamparishcouncil.org.uk</p>	<p>Newsletter, Website, Notice Boards or email the Clerk for a PDF or hard copy</p>	<p>Free</p>
<p>Location of main Council office and accessibility details Postal address - 24 Merefield, Astley Village, Chorley, PR7 1UR</p> <p>Meeting location - Goosnargh Village Hall, Church Lane, Goosnargh, PR3 2BH</p>	<p>Individual meetings will be arranged by appointment only at Goosnargh Village Hall</p>	<p>N/A</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	How the information can be obtained	Information Cost
Current and previous years income and expenditure	Website or email the Clerk for a PDF or hard copy	See end page
Current year's Budget and Precept	Website or email the Clerk for a PDF or hard copy	Free
Quarterly progress checks against the current budget	Email the Clerk for a PDF or hard copy	Free
Community Infrastructure Finance Reports	Website or email the Clerk for PDF or hard copy	See end page
Annual Governance and Accountability Return forms	Website or email the Clerk for PDF or hard copy	See end page
Grants given and received	Email the Clerk for a PDF or hard copy	Free
Standing Orders and Financial Regulations	Website or email the Clerk for PDF or hard copy	Free
List of current contracts awarded and value of contract	Email the Clerk for PDF or hard copy	See end page
Members' allowances and expenses	Allowance scheme is on the website. Email the Clerk for a list of Cllr claims	Free

Class 3 – What our priorities are and how we are doing Strategies and plans, performance indicators, audits, inspections and reviews	How the information can be obtained	Information Cost
Parish Plan – adopted in 2023	Website or email the Clerk for a PDF or hard copy	Free
Chairman’s Annual Report to Parish Meetings	Website, Newsletter or email the Clerk for a PDF or hard copy	See end page
Community Infrastructure Levy – Business Plan	Website or email the Clerk for a PDF or hard copy	Free
Internal Audit Reports	Website or email the Clerk for PDF or hard copy	See end page
Conclusion of Audit Statement	Website or email the Clerk for PDF or hard copy	Free
Lancs County Council Parish Charter.	LCC document.	Free

Class 4 – How we make decisions Decision making processes and records of decisions	How the information can be obtained	Information Cost
Timetable of meetings	Website or email the Clerk for a PDF or hard copy	Free
Agendas of meetings	Website or email the Clerk for a PDF or hard copy	See end page
Minutes of meetings - <i>this will exclude information that is properly regarded as private to the meeting.</i>	Website or email the Clerk for a PDF or hard copy	See end page
Reports presented to council meetings - <i>this will exclude information that is properly regarded as private to the meeting.</i>	Email the Clerk for a PDF or hard copy	See end page
Responses to consultation papers	Email the Clerk for a PDF or hard copy	See end page
Responses to planning applications	Email the Clerk for a PDF or hard copy	See end page

Class 5 – Our policies and procedures Current written protocols, policies and procedures for delivering our services and responsibilities	How the information can be obtained	Information Cost
Policies and procedures for the conduct of council business: <ul style="list-style-type: none"> - Code of Conduct - Standing orders - Delegated authority to officers – Standing Orders, Annual Council meeting - Financial Regulations - CIL Business Plan procedure - Good Councillor Guide Committee and sub-committee terms of reference	Website or email the Clerk for a PDF or hard copy Currently not applicable	Free
Policies and procedures for the provision of services <ul style="list-style-type: none"> - Complaints Policy - Website Accessibility Statement - Social Media & Communications Policy - Grants & Donations Policy - Member Allowance Scheme - Adopted Parish Plan Policies and procedures for the employment of staff <ul style="list-style-type: none"> - Contract of Employment - Job Description 	Website or email the Clerk for a PDF or hard copy Email the Clerk for a PDF or hard copy	Free Free
Records management policies (records retention, destruction and archive)	Email the Clerk for a PDF or hard copy	Free
Data Protection Privacy Policy	Website or email the Clerk for a PDF or hard copy	Free
Schedule of charges (for the publication of information)	Website or email the Clerk for a PDF or hard copy	Free

Class 6 – Lists and Registers Currently maintained lists and registers only	How the information can be obtained	Information Cost
List of Planning Applications received	Hard copy via Clerk	Free
Assets Register	Hard copy via Clerk	Free
Register of members' interests, gifts and hospitality	Website or email the Clerk for a PDF or hard copy	Free
Electoral Register	Contact the City Council	N/A
Register of Councillor attendance at meetings	Hard copy via Clerk	Free

Class 7 – The services we offer Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses	How the information can be obtained	Cost
Inspection reports for the play area at Cumeragh Village	Email the Clerk for a PDF or hard copy	See end page
Grounds maintenance at Beacon Drive and Cumeragh Village	Email the Clerk for a PDF or hard copy of the Contract	Free
Football Pitch at Goosnargh Village Green	Email the Clerk for a PDF or hard copy of the Licence	Free
Seating at Goosnargh Village Green and Whittingham Lane bus stop	Email the Clerk for a PDF or hard copy of the asset register	Free
Provision of bus shelters on Whittingham Lane and Church Lane	Email the Clerk for a PDF or hard copy of the asset register	Free
Provision of quarterly newsletter	Website or email the Clerk for a hard copy or PDF of previous editions	See end page

SCHEDULE OF CHARGES

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

Fees will be waived where the fee for charges would be less than **£25.00**.

Where fees are likely to exceed £25, photocopies will be charged at **10p** per sheet for black and white and **25p** per sheet for colour copies.

Postage will be charged at the actual cost of **2nd class mail**.

Administration costs associated with searching and collating hard copies where the fee will be over £25, will be charged at a flat rate of **£25.00** unless otherwise specified when acknowledging the information request.

Contact details:

Parish Clerk – Mrs Julie Buttle
24 Merefield
Astley Village
Chorley
PR7 1UR

Tel – 01257 415634

Document last reviewed and approved by Council –**11th April 2024**