

FOI Publication Scheme

Adopted by Pilling Parish Council on 1st January, 2009

This model publication scheme has been prepared and approved by the Information Commissioner. It may be adopted without modification by any public authority without further approval and will be valid until further notice.

This publication scheme commits an authority to make information available to the public as part of its normal business activities. The information covered is included in the classes of information mentioned below, where this information is held by the authority. Additional assistance is provided to the definition of these classes in sector specific guidance manuals issued by the Information Commissioner.

The scheme commits an authority:

- To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the authority and falls within the classifications below.

- To specify the information which is held by the authority and falls within the classifications below.

- To proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within this scheme.

- To produce and publish the methods by which the specific information is made routinely available so that it can be easily identified and accessed by members of the public.

- To review and update on a regular basis the information the authority makes available under this scheme.

- To produce a schedule of any fees charged for access to information which is made proactively available.

- To make this publication scheme available to the public.

Classes of Information

Who we are and what we do.

Organisational information, locations and contacts, constitutional and legal governance.

What we spend and how we spend it.

Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.

What our priorities are and how we are doing.

Strategy and performance information, plans, assessments, inspections and reviews.

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How we make decisions.

Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations.

Our policies and procedures.

Current written protocols for delivering our functions and responsibilities.

Lists and Registers.

Information held in registers required by law and other lists and registers relating to the functions of the authority.

The Services we Offer.

Advice and guidance, booklets and leaflets, transactions and media releases. A description of the services offered.

The classes of information will not generally include:

- Information the disclosure of which is prevented by law, or exempt under the Freedom of Information Act, or is otherwise properly considered to be protected from disclosure.
- Information in draft form.
- Information that is no longer readily available as it is contained in files that have been placed in archive storage, or is difficult to access for similar reasons.

The method by which information published under this scheme will be made available

The authority will indicate clearly to the public what information is covered by this scheme and how it can be obtained.

Where it is within the capability of a public authority, information will be provided on a website. Where it is impracticable to make information available on a website or when an individual does not wish to access the information by the website, a public authority will indicate how information can be obtained by other means and provide it by those means.

In exceptional circumstances some information may be available only by viewing in person. Where this manner is specified, contact details will be provided. An appointment to view the information will be arranged within a reasonable timescale.

Information will be provided in the language in which it is held or in such other language that is legally required. Where an authority is legally required to translate any information, it will do so.

Obligations under disability and discrimination legislation and any other legislation to provide information in other forms and formats will be adhered to when providing information in accordance with this scheme.

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Charges which may be made for Information published under this scheme

The purpose of this scheme is to make the maximum amount of information readily available at minimum inconvenience and cost to the public. Charges made by the authority for routinely published material will be justified and transparent and kept to a minimum.

Material which is published and accessed on a website will be provided free of charge.

Charges may be made for information subject to a charging regime specified by Parliament.

Charges may be made for actual disbursements incurred such as:

- photocopying
- postage and packaging
- the costs directly incurred as a result of viewing information

Charges may also be made for information provided under this scheme where they are legally authorised, they are in all the circumstances, including the general principles of the right of access to information held by public authorities, justified and are in accordance with a published schedule or schedules of fees which is readily available to the public.

If a charge is to be made, confirmation of the payment due will be given before the information is provided. Payment may be requested prior to provision of the information.

Written Requests

Information held by a public authority that is not published under this scheme can be requested in writing, when its provision will be considered in accordance with the provisions of the Freedom of Information Act.

**Information available from
Pilling Parish Council
under the model publication scheme**

**Contact details : Ms. Gillian Benson, Parish Clerk
01995 600689**

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>Who's who on the Council and its Committees</p> <p>Contact details for Parish Clerk and Council members Clerk: Ms. Gillian Benson Tel: 01995 600689</p> <p>Mr. John C. Savage (Chairman) Rivendell, Taylors Lane, PR3 6AB Tel. 790707</p> <p>Mr. John Barton, Bone Hill Farm, Bone Hill Lane, Pilling PR3 0LA Tel. 790657</p> <p>Mrs. Elizabeth Cookson Wyndale, Lancaster Road, Pilling PR3 6AU Tel. 790537</p> <p>Mr. Neil Cookson, Copper Garth, Smallwood Hey Road, Pilling. PR3 6HJ Tel. 790875</p> <p>Mr. Graham C. Curwen, Carr Holm, Fluke Hall Lane, Pilling PR3 6HA Tel. 790502</p>	<p>Web site</p> <p>Hard Copies – Please contact the Parish Clerk</p> <p>The Annual Report is included in the Spring Newsletter, delivered to each household in the Parish.</p>	<p>10 pence per sheet</p>

<p>Mr. Edward Moorat 1, Stakepool Drive, Pilling. PR3 6BU</p>	Tel. 790464	<p>Electronic Mail - if the documents are retained in electronic format – please contact the Parish Clerk</p> <p>Quarterly Newsletter – Pilling Parish Newsletter – Is delivered to each household. Further copies are available in Stakepool Post Office and The Golden Ball</p> <p>Telephone Parish Council</p> <p>Notice Boards Situated at Eagland Hill, the bus shelter opposite Stakepool Stores and Pilling Reading Rooms.</p>	
<p>Mr. Stewart Morley Barn House, Morley Lane, Pilling. PR3 6BY</p>	Tel. 799124		
<p>Mrs. Brenda Schofield Shawlands, Shaws Lane, Pilling. PR3 6SA</p>	Tel. 790747		
<p>Mrs. Debra Schofield, Bradshaw Lane Nurseries, Bradshaw Lane, Pilling PR3 6AX</p>	Tel. 790046		
<p>Mr. William Whiteside The Golden Ball, School Lane, Pilling PR3 6AA</p>	Tel. 790212		
<p>Pilling Parish Council has the following Committees:</p>			
<p>Planning Committee Finance Committee Human Resources Management Committee Parish Plan Review Committee Pilling in Bloom Committee Senior Citizen’s Christmas Party Committee Parish Newsletter Tree Warden Representative on the Memorial Hall Committee Representative on the Carter’s Charity Trustees Representative on the Wyre Area Road Safety Committee Representatives on the Wyre Area Lancashire Association of Local Councils</p>			
<p>Location of main Council office and accessibility details</p>			
<p>Staffing structure Pilling Parish Council employs a Parish Clerk and a Parish Lengthsman</p>		<p>The clerk runs Residents Surgeries on St. John’s church Hall on Monday afternoons and Wednesday mornings.</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) <i>Current and previous financial year as a minimum</i>		
Annual return form and report by auditor	Hard Copy – Please contact the Parish Clerk	£0.10p per sheet
Finalised budget and Precept	Hard Copy – Please contact the Parish Clerk	£0.10p per sheet
Borrowing Approval letter (Not applicable)	N/A	
Financial Standing Orders and Regulations	Hard Copy – Please contact the Parish Clerk	£0.10p per sheet
	Electronic mail – if documents retained in electronic format – Please contact the Parish clerk	Free
Grants given and received	Hard Copy – Please contact the Parish Clerk	£0.10p per sheet
	Electronic mail – if documents retained in electronic format – Please contact the Parish clerk	Free
List of current contracts awarded and value of contract	Hard Copy – Please contact the Parish Clerk	£0.10p per sheet
	Electronic mail – if documents retained in electronic format – Please contact the Parish clerk	Free

Members' allowances and expenses (Pilling Parish Council does not pay any Member's Allowances)	Expenses arrangements adopted in line with Wyre Borough Council Remuneration Panel recommendations. (Minutes available under Class 4 below)	
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)		
<p>Pilling Parish Plan 2004</p> <p>Annual Report to Parish or Community Meeting (current and previous year as a minimum)</p> <p>Newsletters</p> <p>Local charters drawn up in accordance with DCLG guidelines</p> <p>Lancashire County Council has a Parish Charter – see Lancashire County Council's web site.</p> <p>Wyre Council has a Parish Charter – see Wyre Council's web site.</p>	<p>Hard Copy – Please contact the Parish Clerk</p> <p>Electronic mail – if documents retained in electronic format – Please contact the Parish clerk</p> <p>Hard Copy distributed to all households</p> <p>Electronic mail (if documents retained in electronic format) – Please contact Parish Clerk</p>	<p>£5.00</p> <p>Free</p> <p>Free</p> <p>Free</p>

<p>Class 4 – How we make decisions (Decision making processes and records of decisions)</p> <p>Current and previous council year as a minimum</p>		
<p>Timetable of meetings (Council, committee meetings and parish meetings)</p> <p>Agendas of meetings (as above)</p> <p>Minutes of meetings (as above) – this will exclude information that is properly regarded as private to the meeting.</p> <p>Reports presented to council meetings - this will exclude information that is properly regarded as private to the meeting.</p> <p>Responses to consultation papers</p> <p>Responses to planning applications – Wyre Council’s web site under the appropriate planning number.</p> <p>Bye-laws (where applicable)</p>	<p>Agendas displayed on noticeboards one week prior to meeting.</p> <p>Website</p> <p>Hard Copy – Please contact the Parish Clerk</p> <p>Electronic mail – if documents retained in electronic format – Please contact the Parish Clerk</p>	<p>Free</p> <p>£0.10p per sheet</p> <p>Free</p>
<p>Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p><i>Current information only</i></p>		
<p>Policies and procedures for the conduct of council business:</p> <p>Procedural standing orders</p> <p>Committee and sub-committee terms of reference</p> <p>Delegated authority in respect of officers</p> <p>Code of Conduct</p> <p>Policy statements</p>	<p>Hard Copy – Please contact the Parish Clerk</p> <p>Electronic mail – if documents retained in electronic format – Please contact the Parish Clerk</p>	

<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 Equality and diversity policy Health and safety policy Recruitment policies (including current vacancies)</p> <p>Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme)</p>		
<p>Information security policy</p>		
<p>Records management policies (records retention, destruction and archive)</p>	<p>Archive records held at the Records Office in Preston</p>	
<p>Data protection policies</p>		
<p>Class 6 – Lists and Registers</p> <p>Currently maintained lists and registers only</p>		
<p>Assets Register</p> <p>Register of members' interests</p> <p>Register of gifts and hospitality</p>	<p>Hard Copy – Please contact the Parish Clerk</p> <p>Web site</p>	

<p>Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)</p> <p><i>Current information only</i></p>		
<p>Allotments</p> <p>Burial grounds and closed churchyards</p> <p>Community centres and village halls</p> <p>Parks, playing fields and recreational facilities</p> <p>Seating, litter bins, clocks, memorials and lighting</p> <p>Bus shelters</p> <p>Markets and Public conveniences</p> <p>Agency agreements</p>	<p>The Parish Council do not currently have any allotments</p> <p>Pilling Parish Council does not maintain any of the churchyards in the Parish.</p> <p>Pilling Parish Council does not own any Community Centres or Village Halls, but is a holding trustee to Pilling Memorial Hall</p> <p>Pilling Parish Council does not own any Playing Fields in the Parish.</p> <p>Pilling Parish Council owns a number of benches in the Parish – these can be found on the web site</p> <p>Pilling Parish Council owns two bus shelters, located on School Lane and Stakepool.</p> <p>Pilling Parish Council does not own any markets or public conveniences.</p> <p>Pilling Parish Council has an agency agreement for amenity grass cutting with Lancashire County Council and Adactus.</p>	

A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	N/A	
Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above		

Contact details: Ms. Gillian Benson, Parish Clerk
57, Hamers wood Drive, Catterall, Garstang PR3 1YN
Based at the Parish Council Office,
Catterall Village Hall, Garstang Road, Catterall
Telephone - 01995 600689
E-mail clerk@parishes.org.uk

Residents Surgeries are held in Pilling at:

St. John's Church Hall, School Lane on
Monday afternoons, 1.00 to 4.00pm and
Wednesday mornings 9.00 to 12.00am noon.

SCHEDULE OF CHARGES

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 10p per sheet (black & white)	Actual cost
	Colour Photocopying not available	
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee	None applicable	
Other	None applicable	