

Information available from Pilling Parish Council under the model publication scheme

Information to be published	How the information can be obtained	Cost
Class1 - Who we are and what we do		
Who's who on the Council and its Committee	Noticeboard, Website, Pilling Newsletter Hard copy – contact the clerk	Free 5p per sheet
Councillors on Committees	On Committee Agenda notices Hard copy – contact the clerk	Free 5p per sheet
Contact details for Parish Clerk and Council members (named contacts where possible with contact details)	Noticeboard, Website, Pilling Newsletter Hard copy – contact the clerk	Free 5p per sheet
Location of main Parish Council office and accessibility details	Noticeboard, Website, Pilling Newsletter Hard copy – contact the clerk	Free 5p per sheet
Staffing structure	Hard copy – contact the clerk	5p per sheet
Class 2 – What we spend and how we spend it		
Annual return form and report by auditor	Noticeboard, at the time, Website Hard copy – contact the clerk	Free 5p per sheet
Finalised budget and Precept	Website on Council minutes page, Pilling Newsletter Hard copy – contact the clerk	Free 5p per sheet
Borrowing Approval letter	Not applicable	
Financial Standing Orders and Regulations	Website Hard copy – contact the clerk	Free 5p per sheet
Grants given and received	Website, Pilling Newsletter at the time Hard copy – contact the clerk	Free 5p per sheet
List of current contracts awarded and value of contract	Noticeboard, Website, Pilling Newsletter Hard copy – contact the clerk	Free 5p per sheet
Members' allowances and expenses	Not applicable	

Class 3 – What our priorities are and how we are doing		
Pilling Parish Plan	Not applicable	
Annual Report to Parish (current and previous year as a minimum)	Noticeboard, Website, Pilling Newsletter Hard copy – contact the clerk	Free 5p per sheet
Local charters drawn up in accordance with DCLG guidelines	Not applicable	
Class 4 – How we make decisions		
Timetable of Parish Council meetings	Noticeboard, Website, Pilling Newsletter Hard copy – contact the clerk	Free 5p per sheet
Agendas of Parish Council meetings	Noticeboard, Website, Pilling Newsletter Hard copy – contact the clerk	Free 5p per sheet
Minutes of Parish Council meetings – this will exclude information that is properly regarded as private to the meeting.	Noticeboard, Website, Pilling Newsletter Hard copy – contact the clerk	Free 5p per sheet
Reports presented to council meetings - this will exclude information that is properly regarded as private to the meeting.	Website with agenda Hard copy at Parish Council meetings Hard copy – contact the clerk	Free 5p per sheet
Responses to consultation papers	Hard copy – contact the clerk	Free 5p per sheet
Responses to planning applications	Minutes of the relevant Parish Council meeting on Website. Wyre Council's web site	
Bye-laws (where applicable)	Noticeboard, hard copy from clerk	Free 5p per sheet
Class 5 – Our policies and procedures		
Policies and procedures for the conduct of council business: Policies and procedures for the provision of services and about the employment of staff: the Parish Council uses the Contract of Employment issued by NALC and Society of Local Council Clerks Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme)	Website – selected major policies Hard copy – contact the clerk (if any)	Free 5p per sheet

Policies and procedures for the conduct of council business: Standing Orders, Committee terms of reference, Code of Conduct	Website – selected major policies Hard copy – contact the clerk	Free 5p per sheet
Schedule of charges – for the publication of information	Hard copy – contact the clerk if held	5p per sheet
Class 6 – Lists and Registers		
Any publicly available register or list: (if any are held these will be publicised, in most circumstances existing access provision will suffice)	Hard copy – contact the clerk if held	
Assets Register	Website Hard copy – contact the clerk	
Register of members' interests	Website Hard copy – contact the clerk	
Register of gifts and hospitality	Hard copy – contact the clerk	
Class 7 – The services we offer		
None		
Additional Information		
None		

Gillian Benson, Parish Clerk, 57, Hamers wood Drive, Catterall, Garstang PR3 1YN
Residents Surgeries held at St. John's Church Hall, Monday afternoons and Wednesday mornings.
Telephone - 01995 600689 E-mail clerk@pillinparish.org.uk

SCHEDULE OF CHARGES

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 05p per sheet (black & white)	Actual cost
	Colour Photocopying not available	
	Postage	Actual cost of envelope and Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation
Other		