

## Billinge Chapel End Parish Council

### Information available under the model publication scheme

*Under the Freedom of Information Act, every public authority must produce a publication scheme, which outlines the information it will routinely make available to the public. This document provides such information for Bilinge Chapel End Parish Council. It is based on good practice from the Information Commissioner's Office.*

| Information to be published                                                                                                                                                                                                                  | How the information can be obtained                                                                                                             | Cost                                                                                        |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------|
| <b>Class 1 - Who we are and what we do</b><br>(Organisational information, structures, locations and contacts) <i>This will be current information only</i>                                                                                  |                                                                                                                                                 |                                                                                             |
| Who's who on the Council                                                                                                                                                                                                                     | <ul style="list-style-type: none"><li>• Website</li><li>• Annual Report</li><li>• Hard copy – contact the Parish Clerk</li></ul>                | <ul style="list-style-type: none"><li>• Free</li><li>• Free</li><li>• 5p per page</li></ul> |
| Contact details for Parish Clerk and Council members                                                                                                                                                                                         | <ul style="list-style-type: none"><li>• Website</li><li>• Annual Report</li><li>• Hard copy – contact the Parish Clerk</li></ul>                | <ul style="list-style-type: none"><li>• Free</li><li>• Free</li><li>• 5p per page</li></ul> |
| Location of main Council office and accessibility details                                                                                                                                                                                    | <ul style="list-style-type: none"><li>• Website</li><li>• Annual report</li><li>• Hard copy – contact the Parish Clerk</li></ul>                | <ul style="list-style-type: none"><li>• Free</li><li>• Free</li><li>• 5p per page</li></ul> |
| <b>Class 2 – What we spend and how we spend it</b><br>(Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)<br><i>Current and previous financial year as a minimum</i> |                                                                                                                                                 |                                                                                             |
| Annual return form and report by auditor                                                                                                                                                                                                     | <ul style="list-style-type: none"><li>• Website – see minutes from May Council meeting</li><li>• Hard copy – contact the Parish Clerk</li></ul> | <ul style="list-style-type: none"><li>• Free</li><li>• 5p per page</li></ul>                |

| Information to be published                                                                                                                      | How the information can be obtained                                                                                                                                          | Cost                                                                        |
|--------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------|
| Finalised budget                                                                                                                                 | <ul style="list-style-type: none"> <li>Website – see minutes from February Council meeting</li> <li>Hard copy – contact the Parish Clerk</li> </ul>                          | <ul style="list-style-type: none"> <li>Free</li> <li>5p per page</li> </ul> |
| Precept                                                                                                                                          | <ul style="list-style-type: none"> <li>Website – see minutes from February Council meeting</li> <li>Hard copy – contact the Parish Clerk</li> </ul>                          | <ul style="list-style-type: none"> <li>Free</li> <li>5p per page</li> </ul> |
| Borrowing Approval letter<br><i>There has been no recent borrowing.</i>                                                                          | <ul style="list-style-type: none"> <li>Hard copy – contact the Parish Clerk</li> </ul>                                                                                       | <ul style="list-style-type: none"> <li>5p per page</li> </ul>               |
| Financial Regulations and Standing Orders                                                                                                        | <ul style="list-style-type: none"> <li>Website</li> <li>Hard copy – contact the Parish Clerk</li> </ul>                                                                      | <ul style="list-style-type: none"> <li>Free</li> <li>5p per page</li> </ul> |
| Grants given and received                                                                                                                        | <ul style="list-style-type: none"> <li>Website -see minutes of relevant meetings</li> <li>Hard copy – contact the Parish Clerk</li> </ul>                                    | <ul style="list-style-type: none"> <li>Free</li> <li>5p per page</li> </ul> |
| List of current contracts awarded and value of contract<br><i>No contracts have been awarded recently.</i>                                       | <ul style="list-style-type: none"> <li>Hard copy – contact the Parish Clerk</li> </ul>                                                                                       | <ul style="list-style-type: none"> <li>5p per page</li> </ul>               |
| Members' allowances and expenses<br><i>The Parish Council does not pay any allowances</i>                                                        | <ul style="list-style-type: none"> <li>Website</li> <li>Hard copy – contact the Parish Clerk</li> </ul>                                                                      | <ul style="list-style-type: none"> <li>Free</li> <li>5p per page</li> </ul> |
| <b>Class 3 – What our priorities are and how we are doing</b><br>(Strategies and plans, performance indicators, audits, inspections and reviews) |                                                                                                                                                                              |                                                                             |
| Parish Plan<br><i>The Parish Council does not have its own Parish Plan.</i>                                                                      | n/a                                                                                                                                                                          | n/a                                                                         |
| Annual Report to Parish                                                                                                                          | <ul style="list-style-type: none"> <li>Website – Annual Report</li> <li>Hard Copy – contact Clerk</li> </ul>                                                                 | <ul style="list-style-type: none"> <li>Free</li> <li>Free</li> </ul>        |
| Quality status                                                                                                                                   | <ul style="list-style-type: none"> <li>Website – Minutes of relevant Council meetings</li> <li>Hard Copy of Quality Status information – contact the Parish Clerk</li> </ul> | <ul style="list-style-type: none"> <li>Free</li> <li>5p per page</li> </ul> |

| Information to be published                                                                                                                                                           | How the information can be obtained                                                                                                       | Cost                                                                        |
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| Local charters<br><i>No charters in place.</i>                                                                                                                                        | n/a                                                                                                                                       | n/a                                                                         |
| <b>Class 4 – How we make decisions</b><br>(Decision making processes and records of decisions) <i>Current and previous council year as a minimum</i>                                  |                                                                                                                                           |                                                                             |
| Timetable of meetings (Council, Estimates committee and Annual Parish Meeting)                                                                                                        | <ul style="list-style-type: none"> <li>Website</li> <li>Hard Copy – contact the Parish Clerk</li> </ul>                                   | <ul style="list-style-type: none"> <li>Free</li> <li>5p per page</li> </ul> |
| Agendas of meetings (as above)                                                                                                                                                        | <ul style="list-style-type: none"> <li>Website</li> <li>Hard Copy – contact the Parish Clerk</li> </ul>                                   | <ul style="list-style-type: none"> <li>Free</li> <li>5p per page</li> </ul> |
| Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.                                                                | <ul style="list-style-type: none"> <li>Website</li> <li>Hard Copy – contact the Parish Clerk</li> </ul>                                   | <ul style="list-style-type: none"> <li>Free</li> <li>5p per page</li> </ul> |
| Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.                                                         | <ul style="list-style-type: none"> <li>Hard Copy – contact the Parish Clerk</li> </ul>                                                    | <ul style="list-style-type: none"> <li>5p per page</li> </ul>               |
| Responses to consultation papers                                                                                                                                                      | <ul style="list-style-type: none"> <li>Website – see minutes of Council meetings</li> <li>Hard Copy – contact the Parish Clerk</li> </ul> | <ul style="list-style-type: none"> <li>Free</li> <li>5p per page</li> </ul> |
| Responses to planning applications                                                                                                                                                    | <ul style="list-style-type: none"> <li>Website – see minutes of Council meetings</li> <li>Hard Copy – contact the Parish Clerk</li> </ul> | <ul style="list-style-type: none"> <li>Free</li> <li>5p per page</li> </ul> |
| Bye-laws<br>The Parish Council does not have any bye-laws.                                                                                                                            | n/a                                                                                                                                       | n/a                                                                         |
| <b>Class 5 – Our policies and procedures</b><br>(Current written protocols, policies and procedures for delivering our services and responsibilities) <i>Current information only</i> |                                                                                                                                           |                                                                             |

| Information to be published                                                                                                                                                                                                                                                                                                                             | How the information can be obtained                                                                                      | Cost                                                                        |
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| Policies and procedures for the conduct of council business:<br>Standing orders<br>Delegated authority in respect of officers (see Standing Orders)<br>Code of Conduct<br>Policy statements                                                                                                                                                             | <ul style="list-style-type: none"> <li>Website</li> <li>Hard Copy – contact the Parish Clerk</li> </ul>                  | <ul style="list-style-type: none"> <li>Free</li> <li>5p per page</li> </ul> |
| Policies and procedures for the provision of services and about the employment of staff:<br>Internal policies relating to the delivery of services (where available)<br>Policies and procedures for handling requests for information<br>Complaints procedures (including those covering requests for information and operating the publication scheme) | <ul style="list-style-type: none"> <li>Website</li> <li>Hard Copy – contact the Parish Clerk</li> </ul>                  | <ul style="list-style-type: none"> <li>Free</li> <li>5p per page</li> </ul> |
| Any other policies:                                                                                                                                                                                                                                                                                                                                     | <ul style="list-style-type: none"> <li>Website</li> <li>Hard Copy – contact the Parish Clerk</li> </ul>                  | <ul style="list-style-type: none"> <li>Free</li> <li>5p per page</li> </ul> |
| Schedule of charges (for the publication of information)                                                                                                                                                                                                                                                                                                | See details below                                                                                                        | Free                                                                        |
| <b>Class 6 – Lists and Registers</b><br>Currently maintained lists and registers only                                                                                                                                                                                                                                                                   |                                                                                                                          |                                                                             |
| Electoral register                                                                                                                                                                                                                                                                                                                                      | Available for inspection only                                                                                            | n/a                                                                         |
| Assets Register                                                                                                                                                                                                                                                                                                                                         | <ul style="list-style-type: none"> <li>Available for inspection</li> <li>Hard Copy – contact the Parish Clerk</li> </ul> | <ul style="list-style-type: none"> <li>5p per page</li> </ul>               |
| Register of members' interests                                                                                                                                                                                                                                                                                                                          | <ul style="list-style-type: none"> <li>Available for inspection</li> <li>Hard Copy – contact the Parish Clerk</li> </ul> | <ul style="list-style-type: none"> <li>5p per page</li> </ul>               |

| Information to be published                                                                                                                                                                               | How the information can be obtained                                                                                                                    | Cost                                                                     |
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| Register of gifts and hospitality                                                                                                                                                                         | <ul style="list-style-type: none"> <li>• Available for inspection</li> <li>• Hard Copy – contact the Parish Clerk</li> </ul>                           | <ul style="list-style-type: none"> <li>• 5p per page</li> </ul>          |
| <b>Class 7 – The services we offer</b><br>(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses ) <i>Current information only</i> |                                                                                                                                                        |                                                                          |
| The Public hall                                                                                                                                                                                           | <ul style="list-style-type: none"> <li>• Website – Provides details of how to hire the Hall</li> <li>• Hard Copy – Contact the Parish Clerk</li> </ul> | <ul style="list-style-type: none"> <li>• Free</li> <li>• Free</li> </ul> |
| Parks, playing fields and recreational facilities                                                                                                                                                         | <ul style="list-style-type: none"> <li>• Hard Copy – Contact the Parish Clerk</li> </ul>                                                               | <ul style="list-style-type: none"> <li>• 5p per page</li> </ul>          |
| A summary of services for which the council is entitled to recover a fee, together with those fees                                                                                                        | n/a                                                                                                                                                    | n/a                                                                      |
| <b>Additional Information</b>                                                                                                                                                                             |                                                                                                                                                        |                                                                          |
| Billinge Beacon (in Local Life)                                                                                                                                                                           | <ul style="list-style-type: none"> <li>• Hard Copy – distributed to all homes</li> </ul>                                                               | <ul style="list-style-type: none"> <li>• Free</li> </ul>                 |

**For more information on any of the above, contact the Parish Clerk:**

Hazel Broatch, The Public Hall, 216 Main Street, Billinge WN5 7PE

Tel: 07483 325064 e-mail: [clerk@billingeparishcouncil.gov.uk](mailto:clerk@billingeparishcouncil.gov.uk)

*Note that this publication scheme will be reviewed annually with the next review due in May 2024*