

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 Billinge 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
Class 1 - Who we are and what we do (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"> • Website • Annual Report • Hard copy – contact the Parish Clerk 	<ul style="list-style-type: none"> • Free • Free • 5p per page
Contact details for Parish Clerk and Council members	<ul style="list-style-type: none"> • Website • Annual Report • Hard copy – contact the Parish Clerk 	<ul style="list-style-type: none"> • Free • Free • 5p per page
Location of main Council office and accessibility details	<ul style="list-style-type: none"> • Website • Annual report • Hard copy – contact the Parish Clerk 	<ul style="list-style-type: none"> • Free • Free • 5p per page
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	<ul style="list-style-type: none"> • Website – see minutes from February Council meeting • Hard copy – contact the Parish Clerk 	<ul style="list-style-type: none"> • Free • 5p per page

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Finalised budget	<ul style="list-style-type: none"> • Website – see minutes from February Council meeting • Hard copy – contact the Parish Clerk 	<ul style="list-style-type: none"> • Free • 5p per page
Precept	<ul style="list-style-type: none"> • Website – see minutes from February Council meeting • Hard copy – contact the Parish Clerk 	<ul style="list-style-type: none"> • Free • 5p per page
Borrowing Approval letter <i>There has been no recent borrowing.</i>	<ul style="list-style-type: none"> • Hard copy – contact the Parish Clerk 	<ul style="list-style-type: none"> • 5p per page
Financial Regulations and Standing Orders	<ul style="list-style-type: none"> • Website • Hard copy – contact the Parish Clerk 	<ul style="list-style-type: none"> • Free • 5p per page
Grants given and received	<ul style="list-style-type: none"> • Website • Annual Report • Hard copy – contact the Parish Clerk 	<ul style="list-style-type: none"> • Free • Free • 5p per page
List of current contracts awarded and value of contract <i>No contracts have been awarded recently.</i>	<ul style="list-style-type: none"> • Hard copy – contact the Parish Clerk 	<ul style="list-style-type: none"> • 5p per page
Members' allowances and expenses <i>The Parish Council does not pay any allowances other than the Chairman's allowance.</i>	<ul style="list-style-type: none"> • Website • Hard copy – contact the Parish Clerk 	<ul style="list-style-type: none"> • Free • 5p per page
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)		
Parish Plan <i>The Parish Council does not have its own Parish Plan.</i>	n/a	n/a

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Annual Report to Parish	<ul style="list-style-type: none"> • Website – Annual Report • Hard Copy – All households receive a free copy delivered to their door. Additional copies are available from the Parish Clerk. 	<ul style="list-style-type: none"> • Free • Free
Quality status	<ul style="list-style-type: none"> • Website – Minutes of relevant Council meetings • Hard Copy of Quality Status information – contact the Parish Clerk 	<ul style="list-style-type: none"> • Free • 5p per page
Local charters <i>No charters in place.</i>	n/a	n/a
Class 4 – How we make decisions (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"> • Website • Hard Copy – contact the Parish Clerk 	<ul style="list-style-type: none"> • Free • 5p per page
Agendas of meetings (as above)	<ul style="list-style-type: none"> • Website • Hard Copy – contact the Parish Clerk 	<ul style="list-style-type: none"> • Free • 5p per page
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"> • Website • Hard Copy – contact the Parish Clerk 	<ul style="list-style-type: none"> • Free • 5p per page
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"> • Hard Copy – contact the Parish Clerk 	<ul style="list-style-type: none"> • 5p per page
Responses to consultation papers	<ul style="list-style-type: none"> • Website – see minutes of Council meetings • Hard Copy – contact the Parish Clerk 	<ul style="list-style-type: none"> • Free • 5p per page
Responses to planning applications	<ul style="list-style-type: none"> • Website – see minutes of Council meetings • Hard Copy – contact the Parish Clerk 	<ul style="list-style-type: none"> • Free • 5p per page
Bye-laws The Parish Council does not have any bye-laws.	n/a	n/a

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Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) <i>Current information only</i>		
Policies and procedures for the conduct of council business: Standing orders Delegated authority in respect of officers (see Standing Orders) Code of Conduct Policy statements	<ul style="list-style-type: none"> • Website • Hard Copy – contact the Parish Clerk 	<ul style="list-style-type: none"> • Free • 5p per page
Policies and procedures for the provision of services and about the employment of staff: Internal policies relating to the delivery of services (where available) Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme)	<ul style="list-style-type: none"> • Website • Hard Copy – contact the Parish Clerk 	<ul style="list-style-type: none"> • Free • 5p per page
Any other policies:	<ul style="list-style-type: none"> • Website • Hard Copy – contact the Parish Clerk 	<ul style="list-style-type: none"> • Free • 5p per page
Schedule of charges (for the publication of information)	See details below	Free
Class 6 – Lists and Registers Currently maintained lists and registers only		
Electoral register	Available for inspection only	n/a

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

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

Tom Kelly, Public Hall, Pingot Road, Billinge. WN5 7LX

Tel: 01744 892355 e-mail: tomkelly@billinge-parish-council.gov.uk

Schedule of Charges

Type Of Charge	Description	Basis Of Charge
Disbursement cost	Photocopying at 5p per page (black and white)	*Actual cost
	Colour photocopying not available.	n/a
	Postage	Actual cost of Royal Mail 1st or 2nd class postage
Statutory Fees	None applicable	n/a
Other	None applicable	n/a

* Actual cost incurred by the Parish Council

Note that this publication scheme will be reviewed annually with the next review due in May 2018.