

Information available from Euxton Parish Council under the model publication scheme Freedom of Information Act Compliance

| Information to be published | How the information can be obtained | Cost |
|---|--|----------------------|
| Class 1 - Who we are and what we do | | |
| Who's who on the Council | Noticeboard, Newsletter, Website Hard copy - contact the Clerk | Free 5p per sheet |
| Councillors on Committees | On Committee agenda on website 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, Newsletter, Website Hard copy - contact the Clerk | Free 5p per sheet |
| Location of main Council office and accessibility details | Noticeboard, Newsletter, Website 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 | Website in minutes of Council meet, newsletter Hard copy - contact the Clerk | Free 5p per sheet |
| Precept | Website in minutes of Council meet, newsletter Hard copy - contact the Clerk | Free 5p per sheet |
| Borrowing Approval letter | N/A | |
| Financial Regulations | Website Hard copy - contact the Clerk | Free 5p per sheet |
| Grants given and received | Newsletter at the time, All Purposes minutes on website when approved Hard copy - contact the Clerk | Free 5p per sheet |
| List of current contracts awarded and value of contract | Hard copy - contact the Clerk | 5p per sheet |
| Members' allowances and expenses | N/A | |

| Class 3 - What our priorities are and how we are doing | | |
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| Parish Plan (current and previous year as a minimum) | N/A | |
| Annual Report to Parish (current and previous year as a minimum) | Website and Newsletter (at the time) Hard copy - contact the Clerk | Free 5p per sheet |
| Local charters drawn up in accordance with DCLG guidelines | N/A | |
| Class 4 – How we make decisions | | |
| Timetable of Council meetings | Noticeboard, Newsletters, Website Hard copy - contact the Clerk | Free 5p per sheet |
| Agendas of Council meetings | Noticeboard (at the time), Website Hard copy - contact the Clerk | Free 5p per sheet |
| Minutes of meetings - nb this will exclude information that is properly regarded as private to the meeting. | Noticeboard (at the time), Website Hard copy - contact the Clerk | Free 5p per sheet |
| Reports presented to Council meetings - nb this will exclude information that is properly regarded as private to the meeting. | Website with agenda (if available electronically), Paper agenda at meetings for the public Hard copy - contact the Clerk | Free 5p per sheet |
| Responses to consultation papers | Minutes of meeting on Website, Noticeboard (at the time) Hard copy - contact the Clerk | Free 5p per sheet |
| Responses to planning applications | Minutes of meeting on Website, Noticeboard (at the time) Hard copy - contact the Clerk | Free 5p per sheet |
| Bye-laws | Hard copy - contact the Clerk (if any) | 5p per sheet |
| Class 5 – Our policies and procedures | | |
| Policy statements - Any policies and procedures for the provision of services and about the employment of staff, or Internal policies relating to the delivery of services (if applicable): Eg. Equality and diversity policy, Health and safety policy, Recruitment policies (including current vacancies), Policies and procedures for handling requests for information, Complaints procedures (including those covering requests for information and operating the publication scheme) any other policies | Website - selected major policies Hard copy - contact the Clerk (if any) | Free 5p per sheet |

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| Policies and procedures for the conduct of council business (if any): Standing Orders, Committee and sub-committee terms of reference, Delegated authority in respect of officers, Code of Conduct | Website - selected major policies Hard copy - contact the Clerk (if any) | Free 5p per sheet |
| Schedule of charges (for the publication of information) | Website in this document Hard copy - contact the Clerk | 5p per sheet |
| Class 6 – Lists and Registers | | |
| Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice) | Hard copy - contact the Clerk (if held) | 5p per sheet |
| Asset Register | Agenda/Minutes on Website Hard copy - contact the Clerk | Free 5p per sheet |
| Register of members' interests | Website Hard copy - contact the Clerk | Free 5p per sheet |
| Register of gifts and hospitality | Hard copy - contact the Clerk | 5p per sheet |
| Class 7 – The services we offer | | |
| None | | |
| Additional Information | | |
| None | | |

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

| TYPE OF CHARGE | DESCRIPTION | BASIS OF CHARGE |
|--------------------------|--|--|
| Disbursement cost | Photocopying @0.05p per sheet (black & white) | Actual cost 0.047p (including vat) plus time. |
| | Photocopying (colour) | Not available |
| | Postage | Actual cost of Royal Mail standard 2 nd class - at the time |
| Statutory Fee | | In accordance with the relevant legislation (quote the actual statute) |
| Other | | |