

## 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
<b>Class 1 - Who we are and what we do</b>		
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
<b>Class 2 - What we spend and how we spend it</b>		
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 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	All Purposes minutes on website when approved Newsletter at the time, budget reports minuted 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
Community Infrastructure Levy (CIL) reports	Website and reported regularly in Agenda for meetings. Hard copy – contact the Clerk	Free 5p per sheet
Members' allowances and expenses	N/A	



**Class 3 - What our priorities are and how we are doing**

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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**Euxton Parish Council****Publication Scheme**

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
<b>Class 6 – Lists and Registers</b>		
Any publicly available register or list ‘belonging to the Parish Council’ (if any are held this should be publicised; in most circumstances existing access provisions will suffice) if belonging ‘others’ we will not display.	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 and available at meetings to view Hard copy - contact the Clerk	Free 5p per sheet
Register of gifts and hospitality	Hard copy - contact the Clerk	5p per sheet
<b>Class 7 – The services we offer</b>		
None		
<b>Additional Information</b>		
None		

**Euxton Parish Council, Unit 16 CBTC East Terrace, Euxton, Chorley, Lancashire, PR7 6TE**  
**Tel: 01257 234004      Email: [clerk@euxtoncouncil.org.uk](mailto:clerk@euxtoncouncil.org.uk)      [www.euxtoncouncil.org.uk](http://www.euxtoncouncil.org.uk)**

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

<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b>BASIS OF CHARGE</b>
<b>Disbursement cost</b>	Photocopying @0.05p per sheet (black & white)	Actual cost 0.047p (including vat) plus time.
	Photocopying (colour)	Not available but may be possible to be scanned and emailed.
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class - at the time
<b>Statutory Fee</b>		In accordance with the relevant legislation (quote the actual statute)
<b>Other</b>		