

Information available from Grimsargh Parish Council under the model publication scheme

Information to be published	How the information can be obtained	Cost
<p>Class1 - Who we are and what we do (Organisational information, structures, locations and contacts)</p> <p>This will be current information only</p> <p>N.B. Councils should already be publishing as much information as possible about how they can be contacted.</p>	<p>(By contacting the Clerk of the Parish Council - This information is permanently displayed on the Noticeboards)</p>	<p>FOC</p>
<p>Who's who on the Council and its Committees</p>	<p>Contact the Clerk. Details are also published in the Noticeboards</p>	<p>FOC</p>
<p>Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))</p>	<p>Peter J Croft, Clerk peterjcroft@tiscali.co.uk Tel:- 01772652037</p>	<p>FOC</p>
<p>Location of main Council office and accessibility details</p>	<p>c/o 229 Preston Road Grimsargh Preston, PR2 5JR</p>	<p>FOC</p>

Staffing structure	The Clerk is the only employee of the Parish Council. The Lengthsman is employed on a self-employed basis.	FOC
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)		
Current and previous financial year as a minimum	(hard copy and/or website)	
Annual return form and report by auditor	Hard Copy	FOC
Finalised budget	Hard Copy	FOC
Precept	Hard Copy	FOC
Borrowing Approval letter	Not applicable	
Financial Standing Orders and Regulations	Hard or Electronic copy	FOC
Grants given and received	Hard or Electronic copy	FOC
List of current contracts awarded and value of contract	The Parish Council does not have any existing contracts.	
Members' allowances and expenses	Preston City Council Scheme adopted – No allowances or expenses have been claimed by Councillors	FOC

Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)	(hard copy or website)	
Parish Plan (current and previous year as a minimum)	Current Grimsargh Parish Plan was produced in 2006 – Hard or electronic copies are available	FOC
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Hard or Electronic copy	FOC
Quality status	Parish Council has not sought Quality Status at the present time, but it will be a matter for discussion in the future.	
Local charters drawn up in accordance with DCLG guidelines		

<p>Class 4 – How we make decisions (Decision making processes and records of decisions)</p> <p>Current and previous council year as a minimum</p>	(hard copy or website)	
<p>Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)</p>	<p>The Parish Council usually meets on the first Thursday of each month with the exception of August when there is no meeting. The Annual Parish meeting is usually held on the first Thursday in April each year. The only Sub-Committee, the Environment and Planning Sub-Committee meets as and when it is required to do so.</p>	
<p>Agendas of meetings (as above)</p>	<p>Copies of agendas are available from the Clerk (hard or electronic copy) and the agenda is also placed on the Notice Board prior to each meeting.</p>	FOC

<p>Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.</p>	<p>Minutes of all meetings are available on request from the Clerk. Hard or Electronic copies can be supplied.</p>	<p>FOC</p>
<p>Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.</p>	<p>Copies of reports can be made available on request. Mainly Hard copy although some can be supplied electronically.</p>	<p>FOC</p>
<p>Responses to consultation papers</p>	<p>There are no current responses.</p>	
<p>Responses to planning applications</p>	<p>Hard or Electronic copy</p>	<p>FOC</p>
<p>Bye-laws</p>	<p>Local Bye-Laws are the former Preston RDC Bye-laws relating to the Village Green and the Lancashire County Bye-Laws for Good Rule and Government. Hard copy only available</p>	<p>FOC</p>

<p>Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information only</p>	(hard copy or website)	
<p>Policies and procedures for the conduct of council business:</p> <p>Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements</p>	<p>Either Hard or Electronic copies are available. There is no Delegated Authority and there are no written policy statements.</p>	<p>FOC</p>
<p>Policies and procedures for the provision of services and about the employment of staff:</p> <p>Internal policies relating to the delivery of services 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)</p>	<p>There are no policies in place as each item would be dealt with on an individual basis should circumstances require it</p>	

Information security policy	Parish Council information is held on the Clerk's Computer only. It is not felt necessary to have a Security Policy in place	
Records management policies (records retention, destruction and archive)	Parish Council minutes are archived at the Lancashire Record Office for safe keeping. General records/files are destroyed after two years or longer if specifically requested. Financial records are retained for 5 years unless specifically requested to retain them for a longer period	
Data protection policies	There is not Policy in place, although the Parish Council does adhere to Data Protection legislation	

Schedule of charges)for the publication of information)	There is no schedule of charges. Requests for information to date are nil and therefore, because of the low likelihood of a request, Information will be supplied free of charge	
Class 6 – Lists and Registers		
Currently maintained lists and registers only	(hard copy or website; some information may only be available by inspection)	
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)		
Assets Register	Hard or electronic copy is available	FOC
Disclosure log (indicating the information that has been provided in response to requests; recommended as good practice, but may not be held by parish councils)	N/Applicable	
Register of members' interests	Copy held by the Clerk and Preston City Council	

Register of gifts and hospitality	Copy held by the Clerk and by Preston City Council	
Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only	(hard copy or website; some information may only be available by inspection)	
Allotments	N/A	
Burial grounds and closed churchyards	N/A	
Community centres and village halls	N/A	
Parks, playing fields and recreational facilities	N/A	
Seating, litter bins, clocks, memorials and lighting	N/A	
Bus shelters	Five timber bus shelters have been provided by the Parish Council at various sites in the village	
Markets	N/A	
Public conveniences	N/A	
Agency agreements	N/A	
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	N/A	

Additional Information		
This will provide Councils with the opportunity to publish information that is not itemised in the lists above		

Contact details:

Peter Croft, Clerk to Grimsargh Parish Council, 229 Preston Road, Grimsargh, Preston, PR2 5JR

Contact either i) Tel:- 01772 652037 or Email:- peterjcroft@tiscali.co.uk