

**INFORMATION AVAILABLE FROM HILDALE PARISH
COUNCIL UNDER THE MODEL PUBLICATION SCHEME
FREEDOM OF INFORMATION.**

September 2016

Information to be published	How the information can be obtained	Cost
Class 1 – Who we are and what we do Hilldale Parish Council		
Councillor G Ward Chairman , Councillor I Bell Vice chairman, Councillor Mrs H Fairhurst. Councillor D Whittington. Councillor S Ashcroft Mrs. M Atherton Clerk and Responsible Finance Officer	Application to Clerk Hard copy	No charge.

Contact details for Clerk to the Council and Council Members. Councillor G Ward 31-33 Chorley Road Hilldale Councillor Mrs H Fairhurst Tamarind House Hillside Ave Hilldale Councillor I Bell 26 Beechfield Hilldale Councillor D Whittington Bentley House Bentley Lane Andertons Mill Councillor S Ashcroft 35 Springmount Drive Hilldale Mrs M Atherton JP Clerk to the Council 57 Fairhurst Drive Parbold	Application to Clerk Annual Report Hard copy	£0.05p per sheet
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) <u>Current and previous financial year only</u>	Application to the Clerk Annual Report Hard copy	£0.05 per sheet
Annual Return form and report by Auditor Previous and current year only	Application to the Clerk Hard Copy	£0.05p per sheet
Finalised Budget	Application to the Clerk Annual Report Hard Copy of Statement of Accounts	£0.05p per sheet

Precept	Application to the Clerk Minutes of Precept Setting meeting Annual Report Hard Copy	£0.05p per sheet
Financial Standing Orders and Regulations	Application to the Clerk Hard Copy	£0.05p per sheet
Grants Given and Received	Application to the Clerk Hard Copy Annual Report	£0.05p per sheet
Members Allowance & Expenses	Please note that Hilldale Parish Council <u>does not</u> currently pay any Members Allowances or Expenses,	
Class 3 – What our priorities are and how we are doing		
Parish Plan	Application to the Clerk Hard Copy	£1.00 per copy.
Annual Report to Parish (current and previous year)	Application to the Clerk Annual Report Hard Copy copies.	£0.05p per sheet

Local Charters drawn up in accordance with DCLG guidelines	Application to the Clerk Hard Copy Parish Charter with WLDC	£0.05 per sheet
Class 4 – How we make decisions Current and previous council year.	Application to the Clerk Hard Copy	£0.05 per sheet
Timetable of Meetings .	Notice boards Web site Application to the Clerk Annual Report Hard Copy	Free £0.05 per sheet £0.05p per sheet
Agendas of meetings (As above)	Notice boards Web site Application to the Clerk Hard Copy	Free £0.05p per sheet
Minutes of Meetings (As above) – nb this will exclude information that is properly regarded as private to a meeting,	Web site Application to the Clerk Hard Copy	£0.05p per sheet
Reports presented to council meetings – nb this will exclude information that is properly regarded as private to the meeting.	Application to the Clerk Hard Copy	£0.05p per sheet
Responses to consultation papers	Application to the Clerk Hard Copy	£0.05p per sheet
Responses to planning applications	Website WLDC Reference to minutes of Council	Free

	meetings for particular applications where a response has been made Application to the Clerk Hard Copy	£0.05p per sheet
Bye-Laws	Hilldale Parish Council does not currently have any bye-laws.	
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only		
Policies and procedures for the conduct of council business: Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy Statements	Application to the Clerk Hard Copy	£0.05p per sheet
Schedule of Charges for the publication of information	Application to the Clerk Hard Copy	£0.05p per sheet
Assets Register	Application to the Clerk Hard Copy	£0.05p per sheet

Register of Members' Interests	Application to the Clerk Hard Copy	£0.05p per sheet
Register of Gifts and Hospitality	Application to the Clerk Hard Copy	£0.05p per sheet
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		
Community Centres and Village Halls	Hall Hire Application/Booking Form Web site Hard Copy Application to the Clerk	Free
Additional Information		
Newsletter (Hilldale Parish Council Newsletter)		

	Hard Copy – distributed by Hilldale Parish Council to every household	Free

Contact Details

SCHEDULE OF CHARGES

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying at £0.05p per sheet (black and white)	*Actual cost
	Colour copying not available.	
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee	None applicable	
Other	None applicable	