

Upper Rawcliffe with Tarnacre Parish Council

Information available from the Council under the model publication scheme

Information to be published	How the information can be obtained	Cost
Class1 - Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only		
Who's who on the Council and its Committees	E-mail Hard Copy	FREE 50p
Contact details for Parish Clerk and Council members	PC Notice Board E-mail Hard Copy	FREE FREE 50p
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)		
Annual return form and report by auditor	E-mail Hard Copy	FREE 50p
Current budget	E-mail Hard Copy	FREE 50p

Financial Standing Orders and Regulations	E-mail Hard Copy	FREE £1
Grants given and received (Current and previous year only)	E-mail Hard Copy	FREE 50p
List of current contracts awarded and value of contract (Current and previous year only)	E-mail Hard Copy	FREE 50p
Members' allowances and expenses	E-mail Hard Copy	FREE 50p
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)		
Annual Report to Parish or Community Meeting (current and previous year only)	E-mail Hard Copy	FREE 50p
Class 4 – How we make decisions (Decision making processes and records of decisions)		
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	PC Notice Board E-mail Hard Copy	FREE FREE 50p
Agendas of meetings (as above)	PC Notice Board E-mail Hard Copy	FREE FREE 50p

Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	PC Notice Board E-mail Hard Copy	FREE FREE 50p
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	E-mail Hard Copy	FREE 50p
Responses to consultation papers	E-mail Hard Copy	FREE 50p
Responses to planning applications	E-mail Hard Copy	FREE 50p
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 Delegated authority in respect of officers Code of Conduct	E-mail (all items) Hard Copy Hard Copy Hard Copy	FREE £1 50p £2
Policies and procedures for the provision of services and about the employment of staff: Job description - Clerk Person specification – Clerk Schedule of charges (for the publication of information) Complaints procedures	E-mail (all items) Hard Copy Hard Copy Hard Copy Hard Copy	FREE 50p 50p 50p 50p

Class 6 – Lists and Registers Currently maintained lists and registers only		
Assets Register	Inspection by appointment	FREE
Register of members' interests	Inspection by appointment	FREE
Register of gifts and hospitality	Inspection by appointment	FREE
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		
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	N/A	
Agency agreements	N/A	
Additional Information Information that is not itemised in the lists above	N/A	

Contact details:

The Clerk
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SCHEDULE OF CHARGES

(How the charges have been arrived at)

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Printing (monochrome)	Actual cost *
	Printing (monochrome)	Actual cost *
	Postage	Actual cost of Royal Mail standard 2 nd class *
Other		

* the actual cost incurred by the public authority