



## Information available from Altham Parish Council under the model publication scheme

Drafted: July 2021.

<b>Information to be published</b>	<b>How the information can be obtained</b>	<b>Cost</b>
<b>Class 1 – Who we are and what we do</b> (organisational information, structures, locations and contacts)		
<i><u>This will be current information only.</u></i>		
Who's who on the Council and its Committees	a). Website - Best Practice Performance Statement (BPPS)  b). Hard Copy – contact Parish Clerk	Free  £0.50p per sheet

Contact details for Parish Clerk and Council Members (named contacts where possible with telephone number and e-mail address)	a). Website – all information including e-mail  b). Hard Copy – Contact Parish Clerk	Free  £0.50p per sheet
Location of main council office and accessibility details	a). Website  b). Hard Copy - This documents contact details	Free  Free
<b>Class 2 – What we spend and how we spend it</b> (Financial Information relating to projected and actual income and expenditure, procurement, contracts and financial audit)  <u>Current and previous financial year as a minimum</u>		
Annual Return form and report by Auditor	Hard Copy – Contact Parish Clerk	£0.50p per sheet
Finalised Budget	Website – “Financial Information”  Hard Copy of Statement of Accounts - Contact Parish Clerk	Free  £0.50p per sheet
Precept	Website – Minutes of Precept Setting meeting  Hard Copy – Contact Parish Clerk	Free  £0.50p per sheet
Grants Given and Received	Hard Copy – Contact Parish Clerk	£0.50p per sheet
List of current contracts awarded and value of contract	Hard Copy – Contact Parish Clerk	£0.50p per sheet

<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)		
Parish Plan	Altham Parish Council do not have a recent Parish Plan. Although APC are a consultee with Hyndburn BC working in strategic partnership for the Borough of Hyndburn.	
<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions)		
Current and previous council year as a minimum		
Timetable of Meetings (Council, any committee/sub-committee meetings and parish meetings)	Website Hard Copy – Contact Parish Clerk	Free £0.50p per sheet
Agendas of meetings (As above)	Website Hard Copy – Contact Parish Clerk	Free £0.50p per sheet
Minutes of Meetings (As above) – nb this will exclude information that is properly regarded as private to a meeting,	Website Hard Copy – Contact Parish Clerk	Free £0.50p per sheet
Reports presented to council meetings – nb this will exclude information that is properly regarded as private to the meeting.	Hard Copy – Contact Parish Clerk	£0.50p per sheet
Responses to consultation papers	Hard Copy – Contact Parish Clerk	£0.50p per sheet
Responses to planning applications	Website – via Hyndburn Borough Council Planning Website	Free

<b>Class 5 – Our policies and procedures</b> (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	Hard Copy – Contact Parish Clerk, or by visual inspection.	£0.50p per sheet
Policy Statements	Web - Policy statements are available in the Best Practice Policy Statement.	Free
	Hard Copy of Best Practice Policy Statement – Contact Parish Clerk	£0.50p per sheet
Policies and procedures for handling requests for information Complaints Procedures (including those covering requests for information and operating the publication scheme) Information Security Policy Schedule of Charges for the publication of information	Hard Copy – Contact Parish Clerk, or by visual inspection.	£0.50p per sheet
<b>Class 6 – Lists and Registers</b>		
Currently maintained lists and registers only		
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice).	Copy of the principal authority’s electoral register is held	Visual Inspection free.
Assets Register	Hard Copy – Contact Parish Clerk	£0.50p per sheet

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.	Not held by Altham Parish  Council.	
Register of Members' Interests	Hard Copy – Contact Parish Clerk, or by visual inspection.	£0.50p per sheet
Register of Gifts and Hospitality	Hard Copy – Contact the Monitoring Office for Standards as Hyndburn Borough Council.	
<b>Class 7 – The Services we offer</b> (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)  Current information only		
Allotments	Website  Hard Copy – Contact Parish Clerk	Free  £0.50 per sheet
Seating, memorials	Hard Copy – Contact Parish Clerk	£0.50 per sheet
Bus shelters	Hard Copy – Contact Parish Clerk	£0.50 per sheet
<b>Additional Information</b> This will provide Councils with the opportunity to publish information that is not itemized in the lists above.		

**Contact Details**

**SCHEDULE OF CHARGES**

<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b>BASIS OF CHARGE</b>
<b>Disbursement cost</b>	Photocopying at £0.50p per sheet (black and white)	*Actual cost
	Colour copying not available.	
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Statutory Fee</b>	None applicable	
<b>Other</b>	None applicable	

- The actual cost incurred by the Parish Council