

Publication Scheme for Freedom of Information Requests

Adlington Town Council

August 2011

INFORMATION AVAILABLE FROM ADLINGTON TOWN COUNCIL UNDER THE MODEL PUBLICATION SCHEME

Information to be published	How the information can be obtained	Cost
Class 1 – Who we are and what we do (organisational information, structures, locations and contacts) <i>This will be current information only.</i>		
Who's who on the Council and its Committees	a).Website	Free
	b). Hard Copy – contact Town Clerk	£0.10p per sheet
	a). Website – Annual Report	Free
	b). Hard Copy – All households in the Township receive a free copy of the Annual Report summary in the newsletter delivered to their door. However, if full copies are required contact Town Clerk (pending availability of spare copies).	
c). Paper copy printed from website-contact Town Clerk	£0.10p per sheet	

<p>Contact details for Town Clerk and Council Members (named contacts where possible with telephone number and e-mail address)</p>	<p>a). Website – all information including e-mail</p> <p>b). Annual Report</p> <p>c). Telephone Council Offices (see end of this document).</p> <p>d). Hard Copy – Contact Town Clerk</p>	<p>Free</p> <p>Free</p> <p>Free</p> <p>£0.10p per sheet</p>
<p>Location of main council office and accessibility details</p>	<p>a). Website</p> <p>b). Hard Copy - This document's contact details</p>	<p>Free</p> <p>Free</p>
<p>Staffing Structure</p>	<p>a).Annual Report</p> <p>b) Hard Copy – Contact Town Clerk</p>	<p>Free</p> <p>£0.10p per sheet</p>

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) <i>Current and previous financial year as a minimum</i>		
Annual Return form and report by Auditor	Hard Copy – Contact Town Clerk	£0.10p per sheet
Finalised Budget	Website – “Financial Information”	Free
	Annual Report (available to households)	Free
	Hard Copy of Statement of Accounts - Contact Town Clerk	£0.10p per sheet
Precept	Website – Minutes of Precept Setting meeting	Free
	Annual Report (available to households)	Free
	Hard Copy – Contact Town Clerk	£0.10p per sheet
Borrowing Approval Letter	Hard Copy – Contact Town Clerk	£0.10p per sheet
Financial Standing Orders and Regulations	Hard Copy – Contact Town Clerk	£0.10p per sheet
Grants Given and Received	Hard Copy – Contact Town Clerk	£0.10p per sheet
List of current contracts awarded and value of contract	Hard Copy – Contact Town Clerk	£0.10p per sheet
Members Allowance & Expenses	Please note that Adlington Town Council <u>do not</u> currently pay any Members Allowances or Expenses, other than the Chairman’s (Mayor’s) Account – Hard Copy contact Town Clerk	£0.10p per sheet

Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)		
Parish Plan	Copy available from Town Clerk	
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	<p>a). Website – Annual Report</p> <p>b). Hard Copy – All households in the Township receive a free summary of the Annual Report in the newsletter delivered to their door. However, if full copies are required contact Town Clerk, (pending availability of spare copies).</p> <p>c). Paper copy printed from website- contact Town Clerk</p>	<p>Free</p> <p>Free</p> <p>£0.10p per sheet</p>
Quality Status	<p>Website – Minutes of Council meetings regarding Quality Status issues.</p> <p>Hard Copy of QS Information – Contact Town Clerk</p>	<p>Free</p> <p>£0.10p per sheet</p>
Local Charters drawn up in accordance with DCLG guidelines	There are currently no charters in operation.	

Class 4 – How we make decisions (Decision making processes and records of decisions) <i>Current and previous council year as a minimum</i>		
Timetable of Meetings (Council, any committee/sub-committee meetings and parish meetings)	Website	Free
	Notice Board	Free
	Hard Copy – Contact Town Clerk	£0.10p per sheet
Agendas of meetings (As above)	Website	Free
	Notice Board	Free
	Hard Copy – Contact Town Clerk	£0.10p per sheet
Minutes of Meetings (As above) – nb this will exclude information that is properly regarded as private to a meeting,	Website	Free
	Notice Board	Free
	Hard Copy – Contact Town Clerk	£0.10p per sheet
Reports presented to council meetings – nb this will exclude information that is properly regarded as private to the meeting.	Hard Copy – Contact Town Clerk	£0.10p per sheet
Responses to consultation papers	Hard Copy – Contact Town Clerk	£0.10p per sheet
Responses to planning applications	Website – Reference to minutes of Council meetings for particular applications where a response has been made	Free
	Hard Copy – Contact Town Clerk	£0.10p per sheet
Bye-Laws	Adlington Town Council does not currently have any bye-laws.	

<p>Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p><i>Current information only</i></p>		
<p>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</p> <p>Policy Statements</p>	<p>Hard Copy – Contact Town Clerk, or by visual inspection.</p> <p>Website</p> <p>Hard Copy of Best Practice Policy Statement – Contact Town Clerk</p>	<p>£0.10p per sheet</p> <p>Free</p> <p>£0.10p per sheet</p>
<p>Policies and procedures for the provision of services and about the employment of staff: Internal Policies relating to the delivery of services Equality & Diversity policy Health & 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) Information Security Policy Records Management Policies (records retention, destruction and archive) Data Protection Policies Schedule of Charges for the publication of information</p>	<p>Hard Copy – Contact Town Clerk, or by visual inspection.</p> <p>This document.</p>	<p>£0.10p per sheet</p>

<p>Class 6 – Lists and Registers <i>Currently maintained lists and registers only</i></p> <p>Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice).</p>	<p>Copy of the principal authority's electoral register is held</p>	<p>Visual Inspection free.</p>
<p>Assets Register</p>	<p>Hard Copy – Contact Town Clerk</p>	<p>£0.10p per sheet</p>
<p>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.</p>	<p>Not held by Adlington Town Council.</p>	
<p>Register of Members' Interests</p>	<p>Hard Copy – Contact Town Clerk, or by visual inspection.</p>	<p>£0.10p per sheet</p>
<p>Register of Gifts and Hospitality</p>	<p>Hard Copy – Contact Town Clerk, or by visual inspection.</p>	<p>£0.10p per sheet</p>

Class 7 – The Services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) <i>Current information only</i>		
Allotments	Adlington Town Council does not currently have any allotments	
Burial Grounds and closed churchyards	Adlington Town Council does not currently have any burial grounds and closed churchyards	
Community Centres and Village Halls	Adlington Town Council does not manage any Community Centres or Village Halls	
Parks, playing fields and recreational facilities	Adlington Town Council does not manage any Parks or Playing Fields	
Seating, litter bins, clocks, memorials and lighting	Adlington Town Council does not have responsibility for any such items in the Township	
Bus shelters	Adlington Town Council does not have responsibility for any bus shelters in the Township	
Markets	Adlington Town Council does not have responsibility for any markets in the Township	
Public Conveniences	Adlington Town Council does not have responsibility for any public conveniences in the Township	
Agency agreements	Not applicable to Adlington Town Council	
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g burial fees)	Not applicable to Adlington Town Council	

Additional Information This will provide Councils with the opportunity to publish information that is not itemized in the lists above.		
Newsletter (Adlington Town Council UPDATE)	Website	Free
	Hard Copy – distributed to all households	Free
Community Awards Application Form	Website	Free
	Hard Copy – Contact Town Clerk	Free
Customer Feedback	Website	Free
	Hard Copy – Contact Town Clerk	Free

Contact Details

Town Clerk

Linda Crouch
6 Coniston Avenue
Adlington
Chorley
Lancashire
PR6 9QH

Phone 01257 474152

Email clerk@adlingtontowncouncil.co.uk

SCHEDULE OF CHARGES

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying at £0.10p 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	

- the actual cost incurred by the public authority