

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

| Information to be published  | How the information can be obtained   | Cost                 |
|--|---|----------------------|
| <b>Class1 - Who we are and what we do</b>  |   |                      |
| Who's who on the Council and its Committee   | Noticeboard, Website, Catterall Crier<br>Hard copy – contact the clerk            | Free<br>5p per sheet |
| Councillors on Committees  | On Committee Agenda notices<br>Hard copy – contact the clerk                      | Free<br>5p per sheet |
| Contact details for Parish Clerk and Council members<br>(named contacts where possible with contact details) | Noticeboard, Website, Catterall Crier<br>Hard copy – contact the clerk            | Free<br>5p per sheet |
| Location of main Parish Council office and accessibility details   | Noticeboard, Website, Catterall Crier<br>Hard copy – contact the clerk            | Free<br>5p per sheet |
| Staffing structure   | Hard copy – contact the clerk   | 5p per sheet         |
| <b>Class 2 – What we spend and how we spend it</b>   |   |                      |
| Annual return form and report by auditor   | Noticeboard, at the time, Website<br>Hard copy – contact the clerk                | Free<br>5p per sheet |
| Finalised budget and Precept   | Website on Council minutes page, Catterall Crier<br>Hard copy – contact the clerk | Free<br>5p per sheet |
| Borrowing Approval letter  | Not applicable  |                      |
| Financial Standing Orders and Regulations  | Website<br>Hard copy – contact the clerk  | Free<br>5p per sheet |
| Grants given and received  | Website, Catterall Crier at the time<br>Hard copy – contact the clerk             | Free<br>5p per sheet |
| List of current contracts awarded and value of contract  | Noticeboard, Website, Catterall Crier<br>Hard copy – contact the clerk            | Free<br>5p per sheet |
| Members' allowances and expenses   | Not applicable  |                      |

| <b>Class 3 – What our priorities are and how we are doing</b>   |  |                      |
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| Catterall Parish Plan   | Not applicable   |                      |
| Annual Report to Parish (current and previous year as a minimum)  | Noticeboard, Website, Catterall Crier<br>Hard copy – contact the clerk                       | Free<br>5p per sheet |
| Local charters drawn up in accordance with DCLG guidelines  | Not applicable   |                      |
| <b>Class 4 – How we make decisions</b>  |  |                      |
| Timetable of Parish Council meetings  | Noticeboard, Website, Catterall Crier<br>Hard copy – contact the clerk                       | Free<br>5p per sheet |
| Agendas of Parish Council meetings  | Noticeboard, Website, Catterall Crier<br>Hard copy – contact the clerk                       | Free<br>5p per sheet |
| Minutes of Parish Council meetings – this will exclude information that is properly regarded as private to the meeting.   | Noticeboard, Website, Catterall Crier<br>Hard copy – contact the clerk                       | Free<br>5p per sheet |
| Reports presented to council meetings - this will exclude information that is properly regarded as private to the meeting.  | Website with agenda<br>Hard copy at Parish Council meetings<br>Hard copy – contact the clerk | Free<br>5p per sheet |
| Responses to consultation papers  | Hard copy – contact the clerk  | Free<br>5p per sheet |
| Responses to planning applications  | Minutes of the relevant Parish Council meeting on Website. Wyre Council's web site           |                      |
| Bye-laws (where applicable)   | Noticeboard, hard copy from clerk  | Free<br>5p per sheet |
| <b>Class 5 – Our policies and procedures</b>  |  |                      |
| Policies and procedures for the conduct of council business:<br>Policies and procedures for the provision of services and about the employment of staff: the Parish Council uses the Contract of Employment issued by NALC and Society of Local Council Clerks<br>Policies and procedures for handling requests for information<br>Complaints procedures (including those covering requests for information and operating the publication scheme) | Website – selected major policies<br>Hard copy – contact the clerk (if any)                  | Free<br>5p per sheet |

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| Policies and procedures for the conduct of council business:<br>Standing Orders, Committee terms of reference, Code of Conduct                    | Website – selected major policies<br>Hard copy – contact the clerk | Free<br>5p per sheet |
| Schedule of charges – for the publication of information  | Hard copy – contact the clerk if held                              | 5p per sheet         |
| <b>Class 6 – Lists and Registers</b>  |  |                      |
| Any publicly available register or list: (if any are held these will be publicised, in most circumstances existing access provision will suffice) | Hard copy – contact the clerk if held                              |                      |
| Assets Register   | Website<br>Hard copy – contact the clerk                           |                      |
| Register of members' interests  | Website<br>Hard copy – contact the clerk                           |                      |
| Register of gifts and hospitality   | Hard copy – contact the clerk                                      |                      |
| <b>Class 7 – The services we offer</b>  |  |                      |
| None  |  |                      |
| <b>Additional Information</b>   |  |                      |
| None  |  |                      |

**Gillian Benson, Parish Clerk, 57, Hamers wood Drive, Catterall, Garstang PR3 1YN**  
**Based at the Parish Council Office, Catterall Village Hall, Garstang Road, Catterall**  
**Telephone - 01995 600689 E-mail clerk@catterallparish.org.uk**

## SCHEDULE OF CHARGES

| TYPE OF CHARGE           | DESCRIPTION                                  | BASIS OF CHARGE   |
|--------------------------|--|---|
| <b>Disbursement cost</b> | Photocopying @ 05p per sheet (black & white) | Actual cost   |
|                          | Colour Photocopying not available            |   |
|                          | Postage                                      | Actual cost of envelope and Royal Mail standard 2 <sup>nd</sup> class |
| <b>Statutory Fee</b>     |  | In accordance with the relevant legislation                           |
| <b>Other</b>             |  |   |