



Hesketh with Becconsall Parish Council

Schedule of Information available under The Model Publication Scheme

This **Model Publication Scheme** has been prepared and approved by the Information Commissioner. It may be adopted without modification by any public authority without further approval and will be valid until further notice.

This publication scheme commits an authority to make information available to the public as part of its normal business activities. The information covered is included in the classes of information mentioned below, where this information is held by the authority. Additional assistance is provided to the definition of these classes in sector specific guidance manuals issued by the Information Commissioner.

The scheme commits an authority:-

- To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the authority and falls within the classifications below.
- To specify the information which is held by the authority and falls within the classifications below.
- To proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within this scheme.
- To produce and publish the methods by which the specific information is made routinely available so that it can be easily identified and accessed by members of the public.
- To review and update on a regular basis the information the authority makes available under this scheme.
- To produce a schedule of any fees charged for access to information which is made proactively available.
- To make this publication scheme available to the public.



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Classes of Information

Who we are and what we do.

Organisational information, locations and contacts, constitutional and legal governance.

What we spend and how we spend it.

Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.

What our priorities are and how we are doing.

Strategy and performance information, plans, assessments, inspections and reviews.

How we make decisions.

Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations.

Our policies and procedures.

Current written protocols for delivering our functions and responsibilities.

Lists and Registers.

Information held in registers required by law and other lists and registers relating to the functions of the authority.

The Services we Offer.

Advice and guidance, booklets and leaflets, transactions and media releases. A description of the services offered.

The classes of information will not generally include:

- Information the disclosure of which is prevented by law, or exempt under the Freedom of Information Act, or is otherwise properly considered to be protected from disclosure.
- Information in draft form.
- Information that is no longer readily available as it is contained in files that have been placed in archive storage, or is difficult to access for similar reasons.

The method by which information published under this scheme will be made



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available

The authority will indicate clearly to the public what information is covered by this scheme and how it can be obtained.

Where it is within the capability of a public authority, information will be provided on a website. Where it is impracticable to make information available on a website or when an individual does not wish to access the information by the website, a public authority will indicate how information can be obtained by other means and provide it by those means.

In exceptional circumstances some information may be available only by viewing in person. Where this manner is specified, contact details will be provided. An appointment to view the information will be arranged within a reasonable timescale.

Information will be provided in the language in which it is held or in such other language that is legally required. Where an authority is legally required to translate any information, it will do so.

Obligations under disability and discrimination legislation and any other legislation to provide information in other forms and formats will be adhered to when providing information in accordance with this scheme.

Charges which will be made for Information published under this scheme

The purpose of this scheme is to make the maximum amount of information readily available at minimum inconvenience and cost to the public. Charges made by the authority for routinely published material will be justified and transparent and kept to a minimum.

Material which is published and accessed on a website will be provided free of charge.

Charges may be made for information subject to a charging regime specified by Parliament.

Charges may be made for actual disbursements incurred such as:-

- photocopying
- postage and packaging
- the costs directly incurred as a result of viewing information



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Charges may also be made for information provided under this scheme where they are legally authorised, they are in all the circumstances, including the general principles of the right of access to information held by public authorities, justified and are in accordance with a published schedule or schedules of fees which is readily available to the public.

If a charge is to be made, confirmation of the payment due will be given before the information is provided. Payment may be requested prior to provision of the information.

Written Requests

Information held by a public authority that is not published under this scheme can be requested in writing, when its provision will be considered in accordance with the provisions of the Freedom of Information Act.

A handwritten signature in black ink, appearing to read 'M. Evans'.

12th November 2012

This Statement of Policy was adopted on 13th October 2014 by Resolution 35/2014

Document Ratified by Resolution 40/2015 12th October 2015

Document Ratified by Resolution 43/2016 14th November 2016

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Parish Clerk

12 Cairndale Drive

Leyland

Preston

PR25 3BX



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Tel: 07834 573227

Email: Clerk@HeskethBankCouncil.uk

Class 1 – Who are we and what do we do	
Who's on the Council and its Committees	Hard Copy and Internet
Contact Details for Councillors and Parish Clerk	Hard Copy and Internet
Class 2 – What we spend and how we spend it	
Annual Return and Auditor's Report	Hard Copy and Internet
Annual Budget	Hard Copy and Internet
Financial Regulations	Hard Copy and Internet
Grants Given and Received	Hard Copy
List of current contracts	Hard Copy
Members Allowances and Expenses	Hard Copy
Class 3 – What our priorities are	
Parish Plan	Hard Copy and Internet
Annual Report	Hard Copy and Internet
Quality Status	Hard Copy and Internet
Charters with our Principle Authorities	Hard Copy and Internet
Class 4 – How we make decisions	
Schedule of Council Meetings	Hard Copy and Internet
Meeting Agendas	Hard Copy and Internet
Meeting Minutes	Hard Copy and Internet
Written Reports made to Council Meetings	Hard Copy
Responses to Consultations	Hard Copy
Responses to Planning Applications	Hard Copy
Class 5 – Policies and Procedures	
Procedural Standing Orders	Hard Copy and Internet
Committee Terms of Reference	Hard Copy
Delegated Authorities	Hard Copy
Code of Conduct	Hard Copy and Internet
Policy Statements	Hard Copy
Complaints Procedure	Hard Copy and Internet
Class 6 – List and Registers	
Asset Register	Hard Copy
Register of Members' Interests	Hard Copy
Register of Gifts and Hospitality	Hard Copy



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Class 7 – Services we offer	
Allotments	Hard Copy
Parks, Playing Fields, Recreational Facilities and Play Areas	Hard Copy
Seating	Hard Copy
Bus Shelters	Hard Copy