Information available from Preesall Town Council under the model publication scheme (Freedom of Information Act)

Information to be published	How the information can be obtained	Cost
Class 1 - Who we	are and what we do nation, structures, locations and contacts) nly	
Who's who on the Council	There are twelve councillors representing two Preesall wards. The council has three committees: Finance Civic Events Personnel	
Contact details for Town Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Available on website: www.preesalltowncouncil.org Yvonne Walton (Locum) C/O 109 Lawsons Road Thornton Cleveleys Lancashire FY5 4PP 07739 868212 mailto:clerk@preesalltowncouncil.org	Free
	Hard copy – contact Clerk	10p per sheet
Location of main Council office and accessibility details	Email The Council does not have office premises	Free
Staffing structure	The council has two part time employees, the clerk and a lengthskeeper.	
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 as a minimum It should be noted that not all financial information pre 2012 is held online – contact the clerk for more information		
Annual return form and report by auditor	Available on website Email	Free
	Hard copy – contact Clerk	Free 10p per sheet
Finalised budget	Hard copy – contact Clerk	10p per sheet
	Email	Free

Email Free Preesall Town Council currently has no borrowings Hard copy – contact Clerk 10p per sheet	Precept	Hard copy – contact Clerk	10p per sheet
Ietter		Email	Free
Ietter	Borrowing Approval	Preesall Town Council currently has no	
Crants given and received Email Email Email Email Free Grants given and received Email List of current contracts awarded and value of contract Remail Email Email Email Free Hard copy – contact Clerk 10p per sheet Free Please note that Preesall Town Council does not currently pay any Members Allowances or Expenses Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews) Annual Report to Town or Community Meeting (current and previous year as a minimum) Quality status Class 4 – How we make decisions Class 4 – How we make decisions Class 4 – How we make decisions Current and previous council year as a minimum Timetable of Town Council meetings and Town meeting Agendas of meetings (as above) — nb this will exclude information that is properly regarded as private to the meeting. Reports presented Email Free 10p per sheet Free Free Free Free Hard copy – contact Clerk 10p per sheet Free 10p per sheet Free 10p per sheet Free 10p per sheet Free 10p per sheet			
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Reports presented Hard copy – contact Clerk 10p per sheet	meeting.	Email	
	Reports presented		10p per sheet
	to council meetings		

- nb this will exclude information that is properly regarded as private to the meeting.	Email	Free
Responses to consultation papers	Hard copy – contact Clerk	10p per sheet
	Email	Free
Responses to	Refer to minutes of Council meetings for	Free
planning	particular applications where a response has	
applications	been made -minutes available on website and in	
D	Knott End Library	
Bye-laws	Currently Preesall Town Council does not have any byelaws.	
(Current written proto responsibilities) Current information o		
Policies and	Hard copy – contact Clerk	10p per
procedures for the	Aveilable an wabaita	sheet
conduct of council business:	Available on website Email	Free
Dusiness.	Email	Free
Procedural standing	Available on website	1100
orders	Email	Free
		Free
Committee and sub- committee terms of ref.	Finance committee, Civic Events committee, Personnel committee -available on website Email	Free
		Free
Delegated authority	Clerk's delegations – available on website	
in respect of officers	Email	Free
		Free
Code of Conduct	Available on website	F
	Email	Free Free
Policy statements	Hard copy – contact Clerk	1166
Tolloy diatomonio	Train dopy contact clork	10p per
	Email	sheet
		Free
Policies and	Hard copy – contact Clerk	10p per
procedures for the		sheet
provision of services	Email	_
and about the		Free
employment of staff		
Internal policies	Not available	
relating to the		
delivery of services		

Equality and diversity policy Health and safety policy	Hard copy – contact Clerk Email Hard copy – contact Clerk Email	10p per sheet Free
Recruitment policies (including current vacancies)	Not available	10p per sheet Free
Policies and procedures for handling requests for information (also see GDPR)	Available on website Email	Free Free
Complaints procedures (including those	Available on website	
covering requests for information and operating the publication scheme)	Email	Free
0000		Free
GDPR data protection policy	Available on website	Free
and privacy notice	Hard copy – contact Clerk Email	Free Free
Other GDPR related	Hard copy – contact Clerk	Free
policies	Email	Free
	The Town Council is Registered under the Data Protection Act	
Records management	Hard copy – contact Clerk	10p per sheet
policies (records	Email	311661
retention, destruction and		Free
archive)		<u> _ </u>
Schedule of charges	Available on website	Free
(for the publication of information)	Hard copy – contact Clerk	10p per
	E-maril	sheet
	Email	Free
•		•

Class 6 - Lists ar		
	lists and registers only	ı
Any publicly	Copy of principal authority's electoral register	
available register or	held for annual meeting only	
list	Public copy hold in library	
Assets Register	Public copy held in library Hard copy – contact Clerk	10p per sheet
Assets Register	Traid copy — correct Olerk	Top per sneet
	Email	Free
Disclosure log	Not held by Preesall Town Council.	
(indicating the		
information that has been provided in		
response to requests;		
recommended as good		
practice, but may not be held by parish councils)		
Register of	Available on website or by visual inspection	Free
members' interests	·	
	Hard Copy – Contact Clerk	10p per sheet
	Email	Free
Register of gifts and	Gifts and hospitality are now recorded in the	Free
hospitality	Register of members' interests. Available on the	1 166
moop namy	website or by visual inspection	
	Hard Copy – Contact Clerk	10p per sheet
	Email	Fron
		Free
Class 7 - The s	services we offer	
	e services we offer, including leaflets, guidance and	newsletters
produced for the publ		TICWSICILCIS
Current information o		
Allotments	Preesall Town Council does not currently have	
	any allotments	
Burial grounds and	Preesall Town Council does not currently have	
closed churchyards	any burial grounds and closed churchyards	
Community centres and village halls	Preesall Town Council does not have any buildings	
Parks, playing fields	Preesall Town Council does not currently have	
and recreational	any playing fields	
facilities	, , , , , , , , , , , , , , , , , , , ,	
Seating, litter bins,	Preesall Town Council has 39 seats in a variety	10p per sheet
clocks, memorials	of locations around the parish area, (five more	or free if
and lighting	are scheduled for delivery in September) the	information
	Battle of Britain Memorial on the Esplanade, the Millennium Clock in Barton Square and a froggy	can be emailed
	litter bin in the library garden (details from the	emaileu
	Clerk)	
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Bus shelters	Preesall Town Council does not have	
	responsibility for any bus shelters in the Parish	
Markets	Preesall Town Council does not have	
	responsibility for any markets in the Parish	
Public conveniences	Preesall Town Council does not have	
	responsibility for any public conveniences in the	
	Parish	
Agency agreements	Not applicable to Preesall Town Council	
A summary of	Not applicable to Preesall Town Council	
services for which		
the council is		
entitled to recover a		
fee, together with		
those fees (e.g.		
burial fees)		
Additional Inform	ation	
This will provide Cour	ncils with the opportunity to publish information that i	s not itemised
in the lists above		
	Contact Clerk if further information is required	

Contact details: See page 1

ARCHIVED INFORMATION

It should be noted that not all information is held by the Clerk to the Council. A number of documents are held at the County Archives - Lancashire Record Office, Bow Lane, Preston PR1 2RE. Contact the Clerk for further information

SCHEDULE OF CHARGES

This describes how the charges have been arrived at and should be published as part of the guide.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying at £0.10p per sheet (black and white)	The actual cost incurred at the review date 14 September 2021
	Photocopying of large documents or ledgers	Actual cost incurred
	Colour copying not available.	
	Email copies	<u>Free</u>
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee	None applicable	
Other	Not all requests for information are free of charge. Section 12 of the Freedom of Information Act makes provision for a council to charge for information exceeding the cost limit threshold – currently £450 for a parish/town council. Staff time is calculated at a flat rate of £25 per hour in	

accordance with current guidelines. This is a maximum of 18 hours work for one or a series of linked requests. For more information see the Information Commissioner's website https://ico.org.uk/
website https://ico.org.uk/

Adopted 13 August 2012: Readopted 11 August 2014 Readopted 10August 2015 Readopted 8 August 2016 Readopted 14 August 2017 Revised August 2018 Revised August 2019 Revised August 2020 Revised September 2021 Revised September 2022 Revised September 2023