

## 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
<b>Class 1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts) Current information only		
Who's who on the Council	Currently the Council has no committees or subcommittees	
Contact details for Town Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Available on website : <a href="http://www.preesalltowncouncil.org">www.preesalltowncouncil.org</a>	Free
	Alison May 98 Pilling Lane Preesall Poulton le Fylde FY6 0HG 07739 868212 <a href="mailto:clerk@preesalltowncouncil.org">mailto:clerk@preesalltowncouncil.org</a>	
	Hard copy – contact Clerk	10p per sheet
	Email	Free
Location of main Council office and accessibility details	The Council does not have office premises	
Staffing structure	The council has one part time employees, the clerk.	
<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) Current and previous financial year as a minimum <b>It should be noted that not all financial information pre 2012 is held online – contact the clerk for more information</b>		
Annual return form and report by auditor	Available on website	Free
	Email	Free
	Hard copy – contact Clerk	10p per sheet
Finalised budget	Hard copy – contact Clerk	10p per sheet
	Email	Free
Precept	Hard copy – contact Clerk	10p per sheet
	Email	Free

Borrowing Approval letter	Preesall Town Council currently has no borrowings	
Financial Standing Orders and Regulations	Hard copy – contact Clerk	10p per sheet
	Email	Free
Grants given and received	Hard copy – contact Clerk	10p per sheet
	Email	Free
List of current contracts awarded and value of contract	Hard copy – contact Clerk	10p per sheet
	Email	Free
Members' allowances and expenses	Please note that Preesall Town Council does not currently pay any Members Allowances or Expenses	
<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)		
Annual Report to Town or Community Meeting (current and previous year as a minimum)	Current Annual Report available on website	Free
	Current and previous hard copies – contact Clerk	10p per sheet
Quality status	Preesall Town Council is not currently working towards Quality Status	
Local charters drawn up in accordance with CLG guidelines	There are Town and Parish charters with Lancashire County Council -see their website	
<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 Town Council meetings and Town meeting	Available on website	Free
	Hard copy – contact Clerk	10p per sheet
Agendas of meetings (as above)	Available on website and public notice boards	Free
	Hard copy – contact Clerk	10p per sheet
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Available on website and in Knott End Library	Free
	Hard copy – contact Clerk	10p per sheet
	Email	Free
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Hard copy – contact Clerk	10p per sheet
	Email	Free

Responses to consultation papers	Hard copy – contact Clerk Email	10p per sheet Free
Responses to planning applications	Refer to minutes of Council meetings for particular applications where a response has been made - minutes available on website and in Knott End Library	Free
Bye-laws	Currently Preesall Town Council does not have any byelaws.	
<p><b>Class 5 – Our policies and procedures</b>  (Current written protocols, policies and procedures for delivering our services and responsibilities)  Current information only</p>		
Policies and procedures for the conduct of council business:	Hard copy – contact Clerk Available on website Email	10p per sheet Free Free
Procedural standing orders	Available on website 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 in respect of officers	Clerk's delegations – available on website Email	Free Free
Code of Conduct	Available on website Email	Free Free
Policy statements	Hard copy – contact Clerk Email	10p per sheet Free
Policies and procedures for the provision of services and about the employment of staff	Hard copy – contact Clerk Email	10p per sheet Free
Internal policies relating to the delivery of services	Not available	
Equality and diversity policy	Hard copy – contact Clerk Email	10p per sheet Free
Health and safety policy	Hard copy – contact Clerk Email	10p per sheet Free

Recruitment policies (including current vacancies)	Not available	
Policies and procedures for handling requests for information (also see GDPR)	Available on website Email	Free Free
Complaints procedures (including those covering requests for information and operating the publication scheme)	Available on website	Free
	Email	Free
GDPR data protection policy and privacy notice	Available on website	Free
	Hard copy – contact Clerk Email	Free Free
Other GDPR related policies	Hard copy – contact Clerk Email	Free Free
	The Town Council is Registered under the Data Protection Act	
Records management policies (records retention, destruction and archive)	Hard copy – contact Clerk	10p per sheet
	Email	Free
Schedule of charges (for the publication of information)	Available on website	Free
	Hard copy – contact Clerk	10p per sheet
	Email	Free
<b>Class 6 – Lists and Registers</b>		
Currently maintained lists and registers only		
Any publicly available register or list	Copy of principal authority's electoral register held for annual meeting only	
	Public copy held in library	
Assets Register	Hard copy – contact Clerk	10p per sheet
	Email	Free
Disclosure log (indicating the	Not held by Preesall Town Council.	

information that has been provided in response to requests; recommended as good practice, but may not be held by parish councils)		
Register of members' interests	Available on website or by visual inspection	Free
	Hard Copy – Contact Clerk	10p per sheet
	Email	Free
Register of gifts and hospitality	Gifts and hospitality are now recorded in the Register of members' interests. Available on the website or by visual inspection	Free
	Hard Copy – Contact Clerk	10p per sheet
	Email	Free

### **Class 7 – The services we offer**

(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)

Current information only

Allotments	Preesall Town Council does not currently have any allotments	
Burial grounds and closed churchyards	Preesall Town Council does not currently have any burial grounds and closed churchyards	
Community centres and village halls	Preesall Town Council does not have any buildings	
Parks, playing fields and recreational facilities	Preesall Town Council does not currently have any playing fields	
Seating, litter bins, clocks, memorials and lighting	Preesall Town Council has 34 seats in a variety of locations around the parish area, the Battle of Britain Memorial on the Esplanade, the Millennium Clock in Barton Square and a froggy litter bin in the library garden (details from the Clerk)	10p per sheet or free if information can be emailed
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 services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Not applicable to Preesall Town Council	

<b>Additional Information</b>		
This will provide Councils with the opportunity to publish information that is 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
<b>Disbursement cost</b>	Photocopying at £0.10p per sheet (black and white)	The actual cost incurred at the review date 29 July 2020
	Photocopying of large documents or ledgers	Actual cost incurred
	Colour copying not available.	
	Email copies	<b>Free</b>
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Statutory Fee</b>	None applicable	
<b>Other</b>	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 <a href="https://ico.org.uk/">https://ico.org.uk/</a>	

Adopted 13 August 2012:  
 Readopted 11 August 2014  
 Readopted 10 August 2015  
 Readopted 8 August 2016  
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 Revised August 2018  
 Revised August 2019  
 Revised August 2020