

## **Model Publication Scheme**

### **Adopted by Kirkland Parish Council on 1<sup>st</sup> January, 2009**

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.

#### **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.

April 2008 1 Model Publication Scheme V1.0

**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 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.

April 2008 2 Model Publication Scheme V1.0

### **Charges which may 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

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.



<p><b>Mrs. Jean Parkinson,</b>  'Kinnersike', Cross House Farm,  A6, By-Pass Road, Churchtown. PR3 0PR                      Tel; 604829</p> <p><b>Mrs. Deborah Taylor,</b>  'Gracefield', A6, Garstang By Pass Road,  Kirkland, Garstang, PR3 0PR                                      Tel; 602281</p>		
<p><b>WYRE BOROUGH COUNCILLOR FOR CATTERALL AND KIRKLAND</b></p>		
<p><b>Mr. D. Sharples,</b>  31, Boyes Avenue, Catterall.  Garstang PR3 0HB    Tel. 603763</p>	<p>Telephone Parish Council</p>	<p>Free</p>
<p><b>COUNTY COUNCILLOR FOR GARSTANG</b></p>		
<p><b>Mrs. V. Wilson,</b>  1, Stone Cross Gardens, Catterall.  Garstang PR3 1YQ    Tel. 604035</p>	<p>Notice Boards  Situated by the cross in the centre of  the Village.</p>	<p>Free</p>
<p><b>MEMBER OF PARLIAMENT FOR LANCASTER AND WYRE</b></p>		
<p><b>Mr. B. Wallace,</b>  C/o Constituency Office, Great Eccleston Village Centre,  59, High Street, Great Eccleston, PR3 0YB                      Tel: 672977</p>		
<p><b>Tree Warden</b>  Mr. M. Roome</p>		
<p><b>Location of main Council office and accessibility details</b></p>		
<p><b>Staffing structure</b>  Kirkland Parish Council employs a Parish Clerk and contracts a Parish Lengthsman from Catterall Parish Council</p>		

<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)  <i>Current and previous financial year as a minimum</i>		
Annual return form and report by auditor	Hard Copy – Please contact the Parish Clerk	£0.10p per sheet
Finalised budget and Precept	Hard Copy – Please contact the Parish Clerk	£0.10p per sheet
Borrowing Approval letter (Not applicable)	N/A	
Financial Standing Orders and Regulations	Hard Copy – Please contact the Parish Clerk	£0.10p per sheet
	Electronic mail – if documents retained in electronic format – Please contact the Parish clerk	Free
Grants given and received	Hard Copy – Please contact the Parish Clerk	£0.10p per sheet
	Electronic mail – if documents retained in electronic format – Please contact the Parish clerk	Free
List of current contracts awarded and value of contract	Hard Copy – Please contact the Parish Clerk	£0.10p per sheet
	Electronic mail – if documents retained in electronic format – Please contact the Parish clerk	Free

Members' allowances and expenses (Kirkland Parish Council does not currently pay any Member's Allowances)	Expenses arrangements adopted in line with Wyre Borough Council Remuneration Panel recommendations. (Minutes available under Class 4 below)	
<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)		
<p>Kirkland Parish has no Parish Plan to date</p> <p>Annual Report to Parish or Community Meeting (current and previous year as a minimum)</p> <p>Newsletters</p> <p>Quality status</p> <p>Local charters drawn up in accordance with DCLG guidelines</p> <p>Lancashire County Council has just launched the final draft of their Parish Charter</p> <p>Wyre Borough Council is to launch their Parish Charter in the New Year.</p>	<p>Hard Copy – Please contact the Parish Clerk</p> <p>Electronic mail – if documents retained in electronic format – Please contact the Parish clerk</p> <p>Hard Copy distributed to all households</p> <p>Electronic mail (if documents retained in electronic format) – Please contact Parish Clerk</p> <p>Kirkland Parish Council is currently working towards Quality Parish Council Status</p> <p>Hard Copy – Available from the respective Authorities</p> <p>Electronic mail – if documents retained in electronic format – Please contact the Parish clerk</p>	<p>£5.00</p> <p>Free</p> <p>Free</p> <p>Free</p> <p>Free</p> <p>Free</p>

<p><b>Class 4 – How we make decisions</b>          (Decision making processes and records of decisions)</p> <p>Current and previous council year as a minimum</p>		
<p>Timetable of meetings (Council, committee meetings and parish meetings)</p> <p>Agendas of meetings (as above)</p> <p>Minutes of meetings (as above) – this will exclude information that is properly regarded as private to the meeting.</p> <p>Reports presented to council meetings - this will exclude information that is properly regarded as private to the meeting.</p> <p>Responses to consultation papers</p> <p>Responses to planning applications</p> <p>Bye-laws (where applicable)</p>	<p>Website – Minutes only</p> <p>Hard Copy – Please contact the Parish Clerk</p> <p>Electronic mail – if documents retained in electronic format – Please contact the Parish Clerk</p>	<p>Free</p> <p>£0.10p per sheet</p> <p>Free</p>



<p><b>Class 5 – Our policies and procedures</b>  (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:</p> <p>Procedural standing orders  Committee and sub-committee terms of reference  Delegated authority in respect of officers  Code of Conduct  Policy statements</p>	<p>Hard Copy – Please contact the Parish Clerk</p> <p>Electronic mail – if documents retained in electronic format – Please contact the Parish Clerk</p>	
<p>Policies and procedures for the provision of services and about the employment of staff:</p> <p>Internal policies relating to the delivery of services  Equality and diversity policy  Health and safety policy  Recruitment policies (including current vacancies)</p> <p>Policies and procedures for handling requests for information  Complaints procedures (including those covering requests for information and operating the publication scheme)</p>		
<p>Information security policy</p>		
<p>Records management policies (records retention, destruction and archive)</p>	<p>Archive records held at the Records Office in Preston</p>	
<p>Data protection policies</p>		

<p><b>Class 6 – Lists and Registers</b></p> <p>Currently maintained lists and registers only</p>		
<p>Assets Register</p> <p>Register of members' interests</p> <p>Register of gifts and hospitality</p>	<p>Hard Copy – Please contact the Parish Clerk</p> <p>Information is available by inspection only</p>	

<p><b>Class 7 – The services we offer</b>          (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)</p> <p><i>Current information only</i></p>		
<p>Allotments</p> <p>Burial grounds and closed churchyards</p> <p>Community centres and village halls</p> <p>Parks, playing fields and recreational facilities</p> <p>Seating, litter bins, clocks, memorials and lighting</p> <p>Bus shelters</p> <p>Markets and Public conveniences</p> <p>Agency agreements</p> <p>A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)</p>	<p>The Parish Council do not currently have any allotments</p> <p>Kirkland Parish Council does not solely maintain the churchyard of St. Helen's in the Parish, but donates to the upkeep.</p> <p>Kirkland Parish Council does not own any Community Centres or Village Halls.</p> <p>Kirkland Parish Council does not own any Playing Fields in the Parish.</p> <p>Kirkland Parish Council owns a number of benches in the Parish – Please contact the Parish Clerk</p> <p>Kirkland Parish Council owns the two bus shelters outside the Horns Inn on the A586.</p> <p>Kirkland Parish Council does not own any markets or public conveniences.</p> <p>Kirkland Parish Council has no agency agreements.</p> <p>N/A</p>	

<b>Additional Information</b>		
This will provide Councils with the opportunity to publish information that is not itemised in the lists above		

**Contact details: Ms. Gillian Benson, Parish Clerk**  
**57, Hamers wood Drive, Catterall, Garstang PR3 1YN**  
**Based at the Parish Council Office,**  
**Kirkland Village Hall, Garstang Road, Catterall**  
**Telephone - 01995 600689**  
**E-mail [gillian@catterallpc.wanadoo.co.uk](mailto:gillian@catterallpc.wanadoo.co.uk)**

## SCHEDULE OF CHARGES

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
<b>Disbursement cost</b>	Photocopying @ 10p per sheet (black & white)	Actual cost
	Colour Photocopying not available	
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Statutory Fee</b>	None applicable	
<b>Other</b>	None applicable	