**A coat of arms with various images

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**FOI Publication Scheme**

**Adopted by Pilling Parish Council on 1st January 2009**

**Reviewed September 2024**

**Information available from Pilling Parish Council**

|  |  |  |
| --- | --- | --- |
| **Information to be published** | **How the information can be obtained** | **Cost** |
| **Class1 - Who we are and what we do** |  |  |
| Who’s who on the Parish Council | Noticeboard, Website, [www.pillingparish.org.uk](http://www.pillingparish.org.uk) Pilling Newsletter  Hard copy – contact the clerk | Free  Free  5p per sheet |
| Councillors on Committees | [www.pillingparish.org.uk](http://www.pillingparish.org.uk)  Hard copy – contact the clerk | Free  5p per sheet |
| Contact details for Parish Clerk and Council members  (named contacts where possible with contact details) | Noticeboard, Website, [www.pillingparish.org.uk](http://www.pillingparish.org.uk) Pilling Newsletter  Hard copy – contact the clerk - 07477472526 | Free  Free  5p per sheet |
| Location of main Parish Council office;  Pilling Village Hall | Website, [www.pillingparish.org.uk](http://www.pillingparish.org.uk)  Pilling Newsletter Contact the clerk | Free  5p per sheet |
| Staffing structure | The Parish Council employs two part time staff  Parish Clerk and Parish Lengthsman |  |
| **Class 2 – What we spend and how we spend it** | | |
| Annual return form and report by auditor | Noticeboard, at the time  Website: [www.pillingparish.org.uk](http://www.catterallparish.org.uk)  Hard copy – contact the clerk | Free  Free  5p per sheet |
| Finalised budget and Precept | Website, [www.pillingparish.org.uk](http://www.catterallparish.org.uk)  Pilling Newsletter  Hard copy – contact the clerk | Free  Free  5p per sheet |
| Financial Standing Orders and Regulations | Website [www.pillingparish.org.uk](http://www.catterallparish.org.uk)  Hard copy – contact the clerk | Free  5p per sheet |
| Grants given and received | Website, [www.pillingparish.org.uk](http://www.catterallparish.org.uk)  Hard copy – contact the clerk | Free  5p per sheet |
| List of current contracts awarded and value of contract | Hard copy – contact the clerk | 5p per sheet |
| Members’ allowances and expenses | Not applicable |  |
| **Class 3 – What our priorities are and how we are doing** | | |
| Annual Reports to Parish (current and previous year as a minimum)  Chairman’s and Responsible Financial Officer’s | Website [www.pillingparish.org.uk](http://www.catterallparish.org.uk)  Pilling Newsletter  Hard copy – contact the clerk | Free  Free  5p per sheet |
| **Class 4 – How we make decisions** | | |
| Timetable of Parish Council meetings | Website, www.pillingparish.org.uk  Hard copy – contact the clerk | Free  5p per sheet |
| Agendas of Parish Council meetings | Noticeboard, Website, [www.pillingparish.org.uk](http://www.catterallparish.org.uk)  Hard copy – contact the clerk | Free  5p per sheet |
| Minutes of Parish Council meetings – this will exclude information that is properly regarded as private to the meeting. | Website [www.pillingparish.org.uk](http://www.catterallparish.org.uk)  Hard copy – contact the clerk | Free  5p per sheet |
| Reports presented to council meetings - this will exclude information that is properly regarded as private to the meeting. | Website [www.pillingparish.org.uk](http://www.catterallparish.org.uk)  Hard copy – contact the clerk | Free  5p per sheet |
| Responses to consultation papers | Reported in the minutes see website:  [www.pillingparish.org.uk](http://www.catterallparish.org.uk) | Free |
| Responses to planning applications | Wyre Council’s Website |  |
| **Class 5 – Our policies and procedures** | | |
| Policies and procedures for the conduct of council business:  Standing Orders  Financial Regulations  Code of Conduct  Policies  Publication Schedule | Website [www.pillingparish.org.uk](http://www.catterallparish.org.uk)  Hard copy – contact the clerk | Free  5p per sheet |
| Policies and procedures for the employment of staff:  Parish Policies and procedures for handling requests for information  Health and Safety Policy  Complaints procedures (including those covering requests for information and operating the publication scheme) | Website [www.pillingparish.org.uk](http://www.catterallparish.org.uk)  Hard copy – contact the clerk | Free  5p per sheet |
| Data protection policies | Website [www.pillingparish.org.uk](http://www.catterallparish.org.uk) | Free |
| Schedule of charges – for the publication of information | Hard copy – contact the clerk if held | 5p per sheet |
| **Class 6 – Lists and Registers** | | |
| Any publicly available register or list: (if any are held these will be publicised, in most circumstances existing access provision will suffice) | Copy of district authority’s electoral register for the parish is held – visual inspection only |  |
| Assets Register | Website [www.pillingparish.org.uk](http://www.catterallparish.org.uk)  Hard copy – contact the clerk |  |
| Register of members’ interests | Website [www.pillingparish.org.uk](http://www.catterallparish.org.uk)  Hard copy – contact the clerk |  |
| Register of gifts and hospitality | contact the clerk for information |  |
| **Class 7 – The services we offer** | | |
| Seating, litter bins, Memorial, bus shelters | Refer to the Asset Register on Website [www.pillingparish.org.uk](http://www.catterallparish.org.uk) |  |
| **Additional Information** |  |  |
|  |  |  |

**Julia Brewer, Parish Clerk,**

**Parish Council Office, Pilling Village Hall, Taylors Lane, Pilling**

**Mondays and Wednesdays 9.30am to 3.00pm.**

**Telephone - 07496726282 E-mail clerk@pillingparish.org.uk**

**A coat of arms with various images

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