

HEATON-WITH-OXCLIFFE PARISH COUNCIL - PUBLICATION SCHEME

Information to be published	How the information can be obtained	Cost
Class 1 Who we are and what we do - organisational information, locations and contacts		
Who's who on the Council	<ul style="list-style-type: none"> • Website • Hard Copy – Contact Clerk • Website – Annual Report • Hard Copy – All households in the Parish receive a copy of the Annual Report • Additional paper copies of Annual Report available – Contact Clerk 	Free Free Free Free Free
Contact details for Clerk and Council Members (named contacts where possible with telephone number and e-mail address)	<ul style="list-style-type: none"> • Website – all information including e-mail • Annual Report • Telephone Clerk (see end of this document). • Hard Copy – Contact Clerk 	Free Free Free Free
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)		
Annual Return form and report by Auditor	<ul style="list-style-type: none"> • Hard Copy – Contact Clerk 	Free
Finalised Budget	<ul style="list-style-type: none"> • Website – “Financial Information” • Annual Report (delivered to households) • Hard Copy of Statement of Accounts - Contact Clerk 	Free Free Free
Precept	<ul style="list-style-type: none"> • Website – Minutes of Precept Setting meeting • Annual Report (delivered to households) • Hard Copy – Contact Clerk 	Free Free Free
Financial Standing Orders and Regulations	<ul style="list-style-type: none"> • Hard Copy – Contact Clerk 	Free
Grants Given and Received	<ul style="list-style-type: none"> • Hard Copy – Contact Clerk • Annual Report (delivered to all households) 	Free Free
List of current contracts awarded and value of contract	<ul style="list-style-type: none"> • Hard Copy – Contact Clerk 	Free
Members allowance and expenses	<ul style="list-style-type: none"> • Hard Copy – Contact Clerk • Annual Report (delivered to all households) 	Free Free

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Class 3 What our priorities are and how we are doing - Strategies and plans; performance indicators and reviews		
Parish Plan	<ul style="list-style-type: none"> • Website • Hard Copy – Contact Clerk 	Free Free
Annual Report (current and previous year as a minimum)	<ul style="list-style-type: none"> • Website • Hard Copy – All households in the Parish will receive a free copy delivered to their door • Additional Hard Copies – Contact Clerk 	Free Free Free
Class 4 How we make decisions - Decision making processes and records of decisions (Current and previous council year as a minimum)		
Timetable of Parish Council Meetings	<ul style="list-style-type: none"> • Website • Annual Report (delivered to all households) • Hard Copy – Contact Clerk 	Free Free Free
Agendas of Parish Council Meetings	<ul style="list-style-type: none"> • Website • Hard Copy – Contact Clerk 	Free Free
Minutes of Meetings – NB this will exclude information that is properly regarded as confidential	<ul style="list-style-type: none"> • Website • Hard Copy – Contact Clerk 	Free Free
Reports presented to meetings – NB this will exclude information that is properly regarded as confidential	<ul style="list-style-type: none"> • Website (as necessary) • Hard Copy – Contact Clerk 	Free Free
Responses to consultation papers	<ul style="list-style-type: none"> • Website • Hard Copy – Contact Clerk 	Free Free
Responses to planning applications	<ul style="list-style-type: none"> • Website – Reference to minutes of Council meetings for particular applications where a response has been made • Hard Copy – Contact Clerk 	Free Free
Bye-Laws	<ul style="list-style-type: none"> • Heaton-with-Oxcliffe Council do not currently have any bye-laws. 	

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Class 5 Our policies and procedures - Current written protocols, policies and procedures for delivering our services and responsibilities (Current information only)		
Policies and procedures for the conduct of council business: Standing orders; Code of Conduct and Policy Statements	<ul style="list-style-type: none"> • Hard Copy – Contact Clerk • Website 	Free Free
Policies and procedures for the provision of services and about the employment of staff; Complaints Procedure	<ul style="list-style-type: none"> • Hard Copy – Contact Clerk • Website 	Free Free
Class 6 – Lists and Registers - Currently maintained lists and registers only		
Register of Electors – Copy of the principal authority’s electoral register	<ul style="list-style-type: none"> • Visual Inspection – Contact Clerk 	Free
Assets Register	<ul style="list-style-type: none"> • Hard Copy – Contact Clerk 	Free
Register of Members’ Interests	<ul style="list-style-type: none"> • Hard Copy – Contact Clerk • Website 	Free Free
Register of Gifts and Hospitality	<ul style="list-style-type: none"> • Hard Copy – Contact Clerk • Website 	Free 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	<ul style="list-style-type: none"> • Currently no allotments 	
Burial Grounds and closed churchyards	<ul style="list-style-type: none"> • Currently not responsible for any Burial Grounds or closed churchyards 	
Community Centres and Village Halls	<ul style="list-style-type: none"> • Currently no Community Centres or Village Halls 	
Parks, playing fields and recreational facilities	<ul style="list-style-type: none"> • Currently no direct responsibility for Parks, playing fields and recreational facilities 	
Seating, litter bins, clocks, memorials and lighting	<ul style="list-style-type: none"> • Currently no direct responsibility for litter bins, clocks, memorials and lighting • Two seats are provided and maintained - Contact Clerk 	Free
Bus shelters	<ul style="list-style-type: none"> • Heaton-with-Oxcliffe Council do not have any responsibility for Bus shelters 	

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Class 7 – The Services we offer (Continued)		
Markets	<ul style="list-style-type: none"> • Heaton-with-Oxcliffe Council do not have any responsibility for Markets 	
Public Conveniences	<ul style="list-style-type: none"> • Heaton-with-Oxcliffe Council do not have any responsibility for public conveniences 	
Services for which the council is entitled to recover a fee (e.g burial fees)	<ul style="list-style-type: none"> • Not currently applicable 	
Newsletter	<ul style="list-style-type: none"> • Website • Hard Copy – delivered to all households 	Free Free

Contact Details:

Bob Bailey, Clerk to the Council,
28 Wilson Grove
Heysham
LA3 2PQ

Tel: 01524 858557 (Home)
07828254149 (Mobile)

Email: clerk@heatonwithoxcliffepc.org.uk

Website: <http://heatonwithoxcliffepc.org.uk/>

SCHEDULE OF CHARGES

TYPE OF CHARGE	DESCRIPTION
Disbursement cost	The Parish Council has determined NOT to charge any disbursement costs (i.e. for photocopying, postage and delivery) for requests for information held by the parish council in the conduct of its business activities. All associated cost to be met from within existing Parish Council
Statutory Fee	None applicable