

Information available from Grindleton Parish Council under the model publication scheme to comply with Freedom of Information Act

Information can be accessed by a) Notice board (free) or b) paper copy from Clerk, Mrs M.A. Renton -Tel 01200 422062, charged at 8p per sheet plus postage or c) or email- maryann.renton2@btinternet.com (free) or d) Website-www.grindleton.org (free)

Information to be published
Class 1- Who we are and what we do
Who's who on the Council
Contact details for the Parish Clerk and Council members with tel nos.
Location for meetings- St Ambrose Community Room, Sawley Road Grindleton at 7.30pm on 1 st Tuesdays in December, February, April, June, August and September unless notice is given of a change.
Staffing structure- Clerk only receives an honorarium Part time lengthsman with Whalley.
Class 2- What we spend and how we spend it
Current and previous year financial information with projected and actual expenditure and financial audit- paper copy from Clerk and website.
Annual Return and report by auditor- Notices as required by law
Finalised budget
Precept
Borrowing approval letter
Financial Standing Orders and Regulations- Under review
Grants given and received- From Clerk
List of current contracts awarded and value of contract. None currently.
Members allowances and expenses-None paid
Class 3-What our priorities are and how we are doing
Parish Plan- full plan available (free)
Annual Report to Parish Meeting (current and previous year)
Quality status
Local charters drawn up in accordance with DCLG guidelines
Class 4-How we make decisions
Timetable of meetings-7.30pm 1 st Tuesdays in April, June, August, October and December each year unless notice of a change is given.
Agendas of meetings
Minutes of current and previous Council year- unless a confidential resolution has been made- very rare.
Reports presented unless declared confidential
Responses to Consultation papers
Responses to planning applications
Bye laws
Class 5-Our policies and procedures
Procedural standing orders- Under review
Committee and sub-committee terms of reference- Under review
Delegated authority in respect of officers
Code of conduct
Policy statements Under review
Policies and procedures for the provision of services and about the employment of

staff- Under review
Internal policies relating to the delivery of services
Health and Safety policy- Under review
Recruitment policies- Under review
Policies and procedures for handling requests for information- As stated in this scheme.
Complaints procedures (including requests for information and operating the publication scheme)- In writing to the Clerk and/or the Chairman to be considered on the earliest available occasion. The complainant to be informed of the date and time so that s/he may attend
Information security policy- Under review
Records Management policies- Under review
Data protection policies- Under review
Schedule of charges for the publication of information- as stated.
Class 6- Lists and Registers (Currently maintained lists and registers only)
Any publicly available register or list
Assets register
Disclosure log of requests for information (optional)
Register of member's interests
Register of gifts and hospitality- Under review
Class 7- The Services we offer (current information only)
Allotments-All requests for inclusion on waiting list to Clerk.
Burial grounds and closed churchyards
Community centres and village halls
Parks, playing fields and recreational facilities - None under the Parish Council.
Seating, litter bins, clocks, memorials and lighting - Report any concerns on condition or need to the Clerk
Bus shelters
Markets
Public Conveniences
Agency agreements- Applies to the lengthsman.
A Summary of services for which the council is entitled to recover a fee and a note of those fees. None other than for hard copies of information as outlined above.
Additional information - None currently.

Schedule of charges

Type of Charge	Description	Basis of Charge
Disbursement cost	Black and white photocopying at currently 8p per sheet	Actual cost
	Postage	Actual cost of 2 nd class Royal Mail

Dated 1st Dec 2008

Reviewed: 29th Dec 08