

## Out Rawcliffe Parish Council

### Information available from the Council under the model publication scheme

Information to be published	How the information can be obtained	Cost
<b>Class1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts) This will be current information only		
Who's who on the Council and its Committees	E-mail Hard Copy	FREE 50p
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	PC Notice Board E-mail Hard Copy	FREE FREE 50p
<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)		
Annual return form and report by auditor	E-mail Hard Copy	FREE 50p
Current budget	E-mail Hard Copy	FREE 50p

Financial Standing Orders and Regulations	E-mail Hard Copy	FREE £1
Grants given and received (Current and previous year only)	E-mail Hard Copy	FREE 50p
List of current contracts awarded and value of contract (Current and previous year only)	E-mail Hard Copy	FREE 50p
Members' allowances and expenses	E-mail Hard Copy	FREE 50p
<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 Parish or Community Meeting (current and previous year only)	E-mail Hard Copy	FREE 50p
List of current projects	E-mail Hard Copy	FREE 50p
<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions)		
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	PC Notice Board E-mail Hard Copy	FREE FREE 50p

Agendas of meetings (as above)	PC Notice Board E-mail Hard Copy	FREE FREE 50p
Minutes of meetings (as above) – nb. this will exclude information that is properly regarded as private to the meeting.	PC Notice Board E-mail Hard Copy	FREE FREE 50p
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	E-mail Hard Copy	FREE 50p
Responses to consultation papers	E-mail Hard Copy	FREE 50p
Responses to planning applications	E-mail Hard Copy	FREE 50p
<b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only		
Policies and procedures for the conduct of council business:	E-mail (all items)	FREE
Procedural standing orders	Hard Copy	£1
Delegated authority in respect of officers	Hard Copy	50p
Code of Conduct	Hard Copy	£2

Policies and procedures for the provision of services and about the employment of staff: Job description - Clerk Person specification – Clerk Schedule of charges (for the publication of information) Complaints procedures	E-mail (all items)  Hard Copy Hard Copy Hard Copy Hard Copy	FREE  50p 50p 50p 50p
<b>Class 6 – Lists and Registers</b> Currently maintained lists and registers only		
Assets Register	Inspection by appointment	FREE
Register of members' interests	Inspection by appointment	FREE
Register of gifts and hospitality	Inspection by appointment	FREE
<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) Current information only		
Allotments	N/A	
Burial grounds and closed churchyards	N/A	
Community centres and village halls	N/A	
Parks, playing fields and recreational facilities	N/A	
Seating, litter bins, clocks, memorials and lighting	N/A	
Bus shelters	N/A	
Agency agreements	N/A	
<b>Additional Information</b> Information that is not itemised in the lists above	N/A	

**Contact details:**

The Clerk  
Out Rawcliffe Parish Council  
4 Chapman Close  
Great Ecclestone  
Preston PR3 0YU  
01995 670978  
[outrawcliffepc@gmail.com](mailto:outrawcliffepc@gmail.com)

**SCHEDULE OF CHARGES**

(How the charges have been arrived at)

<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b>BASIS OF CHARGE</b>
<b>Disbursement cost</b>	Printing (monochrome)	Actual cost *
	Printing (monochrome)	Actual cost *
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class *
<b>Other</b>		

\* the actual cost incurred by the public authority