

Halsall Parish Council – Model Publication Scheme

Review Change Date	Description
Feb 2022	Redrafted and uploaded to website
Oct 2023	Updated with Staff Changes and Reserves Policy Added
March 2024	Updated and Reviewed by Council

Introduction

The Freedom of Information Act requires every public authority to have a publication scheme, approved by the Information Commissioner’s Office (ICO) which identifies the information that the Council will publish proactively. If a member of the public wants information that is not listed in the publication scheme then it can be requested from the Clerk to Parish Council, see details below.

The format of this document is defined by the ICO model publication scheme for local authorities.

Class 1 – Who we are and what do we do		
Organisational information, locations and contacts, constitutional and legal governance.		
Name	Contact Details	Sources
Councillor Names	Councillor Contact Details	Published on Council Website

Class 2 What we spend and how we spend it			
Financial Information relating to projected and actual income and expenditure, procurements, contracts and financial audits.			
Ref	Document Title	Sources	Cost
Current financial year only			
	Notice of Public Rights	Published on Council Website as “Complete AGAR Set”	
	Annual Governance Statement Section 1 and Section 2		
	Annual Governance Statement Section 3 (Internal (Auditor Report)		
	Explanation of Variances on Previous Audit		
	End of Year Bank Reconciliation		
	External Auditors Report		
	Notice of Conclusion of Audit		
	Community Infrastructure Levy CIL Report	Published on Council Website	
	£100 Expenditure List	Published on Council Website	
	Finalised Budget Application	Published on Council Website	
	Precept	Published on Council Website	

	Register of S137 Grants for 2023-2024	Published on Council Website	
	Statement on S137 Grants for 2024-2025	Published on Council Website	
Previous Financial Year			
	AGAR Set of documents 2021-22	Published on Council Website	
	CIL Reports for 2022, 2020, 2019	Published on Council Website	

Class 3 – What our priorities are and how we are doing

Strategy and performance information, plans, assessments, inspections and reviews.

Ref.	Document Title	Source	Cost
3.1	2006 Parish Plan	Published on Council Website	£1 per copy plus postage

Class 4 – How we make decisions

Policy proposals and decisions, Decision making processes, internal criteria and procedures, consultations.

Ref.	Document Title	Source	Cost
	Timetable of Meetings	Published on Council Website	
	Agendas of Meetings	Published on Council Website	
	Minutes of Meetings	Published on Council Website	

Class 5 – Our policies and procedures

Current written protocols, policies and procedures for delivering our services and responsibilities.

Ref.	Document Title	Source	Cost
5.0	Standing Orders	Published on Council Website	
5.1	Financial Regulations	Published on Council Website	
5.2	Reserves Policy	Published on Council Website	
5.3	Communications - Halsall News - Policy	Published on Council Website	
5.4	Health & Safety Policy	Published on Council Website	

5.5	Guide to the WLBC Code of Conduct for Councillors	Published on Council Website	
5.6	WLBC Codes of Conduct for Councillors		

Class 6 – Lists and Registers

Information held in registers required by law and other lists and registers relating to the functions of the authority.

Ref.	Document Title	Source	Cost
6.1	2023- 2024 Asset Register	Published on Council Website	
6.2	Risk Register	Published on Council Website	
6.3	Model publication scheme	Published on Council Website	
	Register of member's interests	West Lancs Register of Councillors	
	Register of gifts and hospitality	Application to Clerk	Free

Class 7 – The Services we offer

Advice and guidance, booklets and leaflets, transactions and media releases. A description of the services offered.

Ref.	Document Title	Source	Cost
	Community Centres and Village Halls Hire Booking	Application to Clerk	Free

Applications for Documents Clerk@halsallparish.gov.uk

Schedule of Charges

Most of the above documents are available for free download from the Council website - HalsallParish.org.uk.

Requests for Black & White hardcopies of this information will be charged at a cost of 5p per page plus 2nd Class Royal Mail Postage, unless indicated as a different cost.