

## 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
June 2024	Added Complaints Policy
July 2024	Added Data Protection Policy

### 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.

<b>Class 1 – Who we are and what do we do</b>		
Organisational information, locations and contacts, constitutional and legal governance.		
Name	Contact Details	Sources
Councillor Names	Councillor Contact Details	<a href="#">Published on Council Website</a>

<b>Class 2 What we spend and how we spend it</b>			
Financial Information relating to projected and actual income and expenditure, procurements, contracts and financial audits.			
Ref	Document Title	Sources	Cost
<b>Current financial year only</b>			
	Notice of Public Rights	<a href="#">Published on Council Website as “Complete AGAR Set”</a>	
	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		<a href="#">Published on Council Website</a>

	£100 Expenditure List	<a href="#">Published on Council Website</a>	
	Finalised Budget Application	<a href="#">Published on Council Website</a>	
	Precept	<a href="#">Published on Council Website</a>	
	Register of S137 Grants for 2023-2024	<a href="#">Published on Council Website</a>	
	Statement on S137 Grants for 2024-2025	<a href="#">Published on Council Website</a>	
<b>Previous Financial Year</b>			
	AGAR Set of documents 2021-22	<a href="#">Published on Council Website</a>	
	CIL Reports for 2022, 2020, 2019	<a href="#">Published on Council Website</a>	

### 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	<a href="#">Published on Council Website</a>	£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	<a href="#">Published on Council Website</a>	
	Agendas of Meetings	<a href="#">Published on Council Website</a>	
	Minutes of Meetings	<a href="#">Published on Council Website</a>	

### 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	<a href="#">Published on Council Website</a>	
5.1	Financial Regulations	<a href="#">Published on Council Website</a>	
5.2	Reserves Policy	<a href="#">Published on Council Website</a>	

5.3	Communications - Halsall News - Policy	<a href="#">Published on Council Website</a>	
5.4	Health & Safety Policy	<a href="#">Published on Council Website</a>	
5.5	Guide to the WLBC Code of Conduct for Councillors	<a href="#">Published on Council Website</a>	
5.6	WLBC Codes of Conduct for Councillors		
5.7	Complaints Policy	<a href="#">Published on Council Website</a>	
5.8	Data Protection Policy	<a href="#">Published on Council Website</a>	

### 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	<a href="#">Published on Council Website</a>	
6.2	Risk Register	<a href="#">Published on Council Website</a>	
6.3	Model publication scheme	<a href="#">Published on Council Website</a>	
	Register of member's interests	<a href="#">West Lancs Register of Councillors</a>	
	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](http://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.