

## Information available from Lostock Gralam Parish Council under the Freedom of Information Act model publication scheme

Under the Freedom of Information Act it is the duty of every public authority to adopt and maintain a publication scheme. Publication schemes facilitate the proactive release of information and play a crucial role in supporting and providing greater openness and transparency across the public sector.

This guide covers only information we currently hold. If we do not hold some of the information listed below, we will mark it as 'not held' in the table.

<b>Class 1 – Who We Are and What We Do</b>		
<i>(Organisational information, structures, locations and contacts – current information only)</i>		
<b>Information to be Published</b>	<b>How Information Can Be Obtained</b>	<b>Cost</b>
Parish Council details	Lostock Gralam Parish Council website	FOC
Councillors and responsibilities, committees, and representation on external bodies	"Councillor Information" page on website	FOC
Contact details for Parish Clerk and Councillors (postal/email where available)	"Contact Us" and "Councillor Information" pages	FOC
Location of Council and accessibility details	Cheshire West and Chester Council website	FOC
Staffing structure	Parish Council employs one member of staff:	FOC

	Clerk & Responsible Finance Officer	
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## **Class 2 – What We Spend and How We Spend It**

*(Financial information – current and previous financial year minimum)*

<b>Information to be Published</b>	<b>How Information Can Be Obtained</b>	<b>Cost</b>
Financial documents (general)	Parish Council website – Finance Documents / Transparency Code	FOC
Statement of Accounts & Internal Audit	Website – Finance Documents / Transparency Code	FOC
Finalised Budget	Website – Transparency Code	FOC
Precept	Website – included in January Full Council Minutes	FOC
Borrowing Approval	Not held	N/A
Expenditure over £100	Website – Finance Documents / Transparency Code	FOC
Financial Regulations & Standing Orders	Website	FOC
Grants awarded/received	Minutes or available on request	FOC
Contracts (list and value)	Minutes or available on request	FOC
Members' allowances	Chairman's allowance: £120 per annum	FOC
Hard copies of documents	Available on request	5p per sheet

## **Class 3 – What Our Priorities Are and How We Are Doing**

*(Plans, audits, reports – current and previous year minimum)*

<b>Information to be Published</b>	<b>How Information Can Be Obtained</b>	<b>Cost</b>
General plans and reports	Parish Council website – Transparency Code	FOC

Annual Governance Statement	Website – Annual Return	FOC
Parish Plan	Not held	N/A
Annual Parish Assembly Report	Included in May Annual Parish Meeting Minutes	FOC
Quality Status	Not held	N/A
Local Charters	Not held	N/A
Impact Assessments (e.g. DPIA, Equality, H&S)	Parish Council website (Policies section)	FOC

#### **Class 4 – How We Make Decisions**

*(Decision-making processes and records – current and previous year minimum)*

<b>Information to be Published</b>	<b>How Information Can Be Obtained</b>	<b>Cost</b>
Council Minutes	Parish Council website or on request	FOC (5p per page for hard copies)
Meeting Timetable	Website – “Next Meeting”	FOC
Agendas	Parish Council website	FOC
Reports to Council	Available on request	5p per page
Consultation Responses	Available on request	5p per page
Planning Responses	Cheshire West & Chester Council website	FOC
Bye-laws	Not held	N/A

#### **Class 5 – Our Policies and Procedures**

*(Current policies and procedures)*

<b>Information to be Published</b>	<b>How Information Can Be Obtained</b>	<b>Cost</b>
Council policies and procedures	Parish Council website – Policies section	FOC
Standing Orders & Terms of Reference	Website – Policies	FOC
Code of Conduct	Website – Policies	FOC

Service delivery & staff policies	Website – Policies	FOC
Equality, Health & Safety, Recruitment policies	Website – Policies	FOC
FOI & Complaints procedures	Website – Policies	FOC
Data protection & records management policies	Website – Policies	FOC
<b>Class 6 – Lists and Registers</b>		
<i>(Currently maintained lists and registers)</i>		
<b>Information to be Published</b>	<b>How Information Can Be Obtained</b>	<b>Cost</b>
Public registers	Parish Council website	FOC
Asset Register	Available from Clerk on request	FOC
FOI/EIR Disclosure Log	Available from Clerk on request	FOC
Register of Members' Interests	"Councillor Information" page	FOC
Register of Gifts & Hospitality	Available from Clerk on request	FOC
<b>Class 7 – Services We Offer</b>		
<b>Information to be Published</b>	<b>How Information Can Be Obtained</b>	<b>Cost</b>
Allotments	Not held	N/A
Burial Grounds	Not held	N/A
Community Centres	Not held	N/A
Parks & Recreational Facilities	Available from Clerk on request	FOC
Street Furniture (benches, bins, memorials, lighting)	Available from Clerk on request	FOC
Bus Shelters	Not held	N/A
Markets	Not held	N/A

Public Conveniences	Not held	N/A
Agency Agreements	Not held	N/A
Chargeable services	Not held	N/A

### Schedule of charges

This describes how the charges have been arrived at and should be published as part of the guide.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
<b>Disbursement cost</b>	Photocopying @5.p per sheet (black & white)	Actual cost *
	Photocopying @ 10 p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Statutory Fee</b>		In accordance with the relevant legislation (quote the actual statute)
<b>Other</b>		

### Parish Council Contact Details:

Lostock Gralam Parish Council  
 Clerk Mrs L Sandison  
 6 Houghton Close  
 Northwich  
 Cheshire  
 CW9 8NW

Email: [Clerk@Lostockgralamparishcouncil.co.uk](mailto:Clerk@Lostockgralamparishcouncil.co.uk)

Phone: 07739 926 025