

INFORMATION AVAILABLE FROM HALSALL PARISH COUNCIL UNDER THE MODEL PUBLICATION SCHEME

Updated February 2018.

Information to be published

How the information can be obtained

Cost

Class 1 – Who we are and what we do

Halsall Parish Council

Councillor P Bell (Chairman)

Councillor N Campbell (Vice Chairman)

Councillor L Campbell

Councillor R Brookfield

Councillor D Corfield

Councillor S Corfield

Councillor E Wright

Councillor B Young

Councillor B Assheton

Clerk and Responsible Finance Officer

D Bond

Application to Clerk

Hard copy

No

Contact Details

Councillor P Bell 20 Heathey Lane Halsall L39 8SH

Councillor R Brookfield 44 Summerwood Lane Halsall L39 8RJ

Councillor N Campbell 26 New Cut Lane Halsall PR8 3DW

Councillor L Campbell 26 New Cut Lane Halsall PR8 3DW

Councillor D Corfield 31 Renacres Lane Shirdley Hill L39 8SF

Councillor Mrs S Corfield. 31 Renacres Lane Shirdley Hill L39 8SF

Councillor E Wright 28 New Cut Lane Halsall PR8 3DW

Councillor B Young 7 Renacres Lane Halsall L39 8SE

Councillor B Assheton 28 Moss Road Halsall PR8 4HZ

Clerk and Responsible Finance Officer – D Bond 3 Rawlinson Grove. Southport PR9 9NF

Class 2 – What we spend and how we spend it

(Financial Information relating to projected and actual income and expenditure, procurement, contracts and financial audit)

Current and previous financial year only

Application to the Clerk

Annual Report

Hard copy

Annual Return form and report by Auditor

Previous and current year only
Application to the Clerk
Hard Copy
£0.05p per sheet
Finalised Budget Application to the Clerk
Annual Report
Hard Copy of Statement of
Accounts
£0.05p per sheet
Precept
Application to the Clerk
Minutes of Precept Setting meeting
£0.05p per sheet

Annual Report
Hard Copy
Financial Standing Orders and Regulations Application to the Clerk
Hard Copy
£0.05p per sheet
Grants Given and Received Application to the Clerk
Hard Copy
Annual Report
£0.05p per sheet
Members Allowance & Expenses Please note that Halsall Parish
Council do not currently pay any Members Allowances or Expenses,
Class 3 – What our priorities are and how we are doing

Parish Plan Application to the Clerk
Hard Copy
£1.00 per copy.
Annual Report to Parish (current and previous year)
Application to the Clerk
Annual Report
Hard Copy copies.
£0.05p per sheet
Local Charters drawn up in accordance with DCLG guidelines Application to the Clerk
Hard Copy
Parish Charter with WLDC
£0.05 per sheet

Class 4 – How we make decisions
Current and previous council year.
Application to the Clerk
Hard Copy
£0.05 per sheet

Timetable of Meetings - Notice boards Free

Application to the Clerk
Annual Report
Hard Copy
£0.05 per sheet

£0.05p per sheet

Agendas of meetings (As above) Notice boards

Application to the Clerk

Hard Copy

Free

£0.05p per sheet

Minutes of Meetings (As above) – nb this will exclude information that is properly regarded as private to a meeting,

Application to the Clerk

Hard Copy £0.05p per sheet

Reports presented to council meetings – nb this will exclude information that is properly regarded as private to the meeting.

Application to the Clerk

Hard Copy

£0.05p per sheet

Responses to consultation papers

Application to the Clerk

Hard Copy

£0.05p per sheet

Responses to planning applications Website WLDC

Reference to minutes of Council meetings for particular applications where a response has been made

Application to the Clerk

Hard Copy

Free

£0.05p per sheet

Bye-Laws - Halsall Parish Council do not currently have any bye-laws.

Class 5 – Our policies and procedures

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

Policies and procedures for the conduct of council business:

Recording guidelines.

Procedural standing orders

Committee and sub-committee terms of reference

Delegated authority in respect of officers

Code of Conduct

Policy Statements

Application to the Clerk

Hard Copy

£0.05p per sheet

Schedule of Charges for the publication of information Application to the Clerk

Hard Copy

£0.05p per sheet

Assets Register Application to the Clerk

Hard Copy

£0.05p per sheet

Register of Members' Interests Application to the Clerk

Hard Copy

£0.05p per sheet

Register of Gifts and Hospitality Application to the Clerk

Hard Copy

£0.05p per sheet

Class 7 – The Services we offer

(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)

Current information only

Community Centres and Village Halls Hall Hire Application/Booking

Criteria

Hard Copy

Application to the Clerk

Free

Contact Details

SCHEDULE OF CHARGES

TYPE OF CHARGE DESCRIPTION BASIS OF CHARGE

Disbursement cost Photocopying at £0.05p per sheet (black and white)

*Actual cost

Colour copying not available.

Postage Actual cost of Royal Mail standard 2nd class

Statutory Fee None applicable

Other None applicable

Please note that most of the information you may require can be found on the Halsall Parish Website http://halsallparish.com/halsall_website.html