



**GREAT  
SANKEY**  
PARISH  
COUNCIL

## **INFORMATION AVAILABLE FROM GREAT SANKEY PARISH COUNCIL UNDER THE MODEL PUBLICATION SCHEME**

<b>Document Control</b>	
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<b>Class1 - Who we are and what we do</b> <i>(Organisational information, structures, locations and contacts)</i> <i>This will be current information only</i>	<b>How the information can be obtained</b>	<b>Cost</b>
Who's who on the Council and its Committees	Website Newsletter Hard copy available from the office	Free Free 10p/sheet
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website Newsletter Hard copy available from the office	Free Free 10p/sheet
Location of main Council office and accessibility details	Website Newsletter Contact the office: address & tel. above	Free Free
Staffing structure	Website	Free

<b>Class 2 – What we spend and how we spend it</b> <i>(Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)</i>  <i>Current and previous financial year as a minimum</i>	<b>How the information can be obtained</b>	<b>Cost</b>
Annual return form and report by auditor	Website Available for inspection at office	Free Free
Finalised budget	Website Published in newsletter Available for inspection at office	Free Free Free
Precept	Website – minutes of Precept setting meeting (usually January) Included in budget, as above	Free Free
Borrowing Approval letter	Available for inspection at office	Free

Standing Orders and Financial Regulations	Website Available for inspection at office	Free Free
Grants given and received	Website – in Annual Report Newsletter – annual report (distributed free to all households) Available at office	Free Free Free
List of current contracts awarded and value of contract	Available at office	Free
Members' allowances and expenses	Great Sankey Parish Council do not currently pay any members allowances & expenses other than the Chairman's Allowance and Training expenses. Details listed in the relevant Finance Committee minutes – see website.	Free

<b>Class 3 – What our priorities are and how we are doing</b> <i>(Strategies and plans, performance indicators, audits, inspections and reviews)</i>	<b>How the information can be obtained</b>	<b>Cost</b>
Parish Plan (current and previous year as a minimum)	Great Sankey Parish Council does not currently have a Parish Plan	
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Website Newsletter Available at office	Free Free Free
Quality status	Not applicable	
Local charters drawn up in accordance with DCLG guidelines	There are currently no charters in operation	

<b>Class 4 – How we make decisions</b> <i>(Decision making processes and records of decisions)</i> <i>Current and previous council year as a minimum</i>	<b>How the information can be obtained</b>	<b>Cost</b>
Timetable of meetings (Council, any committee/sub-committee meetings and	Website	Free

parish meetings)	Newsletter	Free
Agendas of meetings (as above)	Website 2 outdoor noticeboards Noticeboards in 5 community centres Hard copy available from the office	Free Free Free 10p/sheet
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Website Hard copy available from the office	Free 10p/sheet
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Available from the office	10p/sheet
Responses to consultation papers	Contact the office	Free
Responses to planning applications	Objections to planning applications are noted in minutes (see above), Hard copy available from the office	Free 10p/sheet
Bye-laws	N/A	

<b>Class 5 – Our policies and procedures</b> <i>(Current written protocols, policies and procedures for delivering our services and responsibilities)</i>	<b>How the information can be obtained</b>	<b>Cost</b>
<p>Policies and procedures for the conduct of council business:</p> <p>Procedural standing orders  {Committee and sub-committee terms of reference} included in  {Delegated authority in respect of officers } Standing Orders</p> <p>Code of Conduct  Policy statements</p>	<p>Website Copies can be viewed at the office</p> <p>Website Not applicable</p>	<p>Free Free</p> <p>Free</p>
<p>Policies and procedures for the provision of services and about the employment of staff, including:</p> <p>Internal policies relating to the delivery of services  Equality and diversity policy  Health and safety policy  Recruitment policies (including current vacancies)</p>	<p>All available on website and from office</p>	<p>Free</p>

Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme) Information security policy Records management policies (records retention, destruction and archive) Data protection policies CCTV		
Schedule of charges for the publication of information	This document	

<b>Class 6 – Lists and Registers</b> <i>Currently maintained lists and registers only</i>	<b>How the information can be obtained</b>	<b>Cost</b>
Any publicly available register or Assets Register	Not applicable Available to view at office	 Free
Disclosure log (indicating the information that has been provided in response to requests; recommended as good practice, but may not be held by parish councils)	Not held by Great Sankey Parish Council	
Register of members' interests	Available at office (inspection only)	Free
Register of gifts and hospitality	Available to view at office	Free

<b>Class 7 – The services we offer</b> <i>(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses). Current information only</i>	<b>How the information can be obtained</b>	<b>Cost</b>
Community centres and village halls	Website Newsletters Available at office	Free Free 10p per sheet
Parks, playing fields and recreational facilities	Website Newsletter Available at office	Free Free 10p/sheet

**Note:** The Parish Newsletter is available from community centres and the Parish Office. One issue per year is distributed to each household in the Parish.

**Contact details:**

Parish Clerk  
Parish Office  
Whittle Hall Community Centre  
Lonsdale Close  
Warrington  
WA5 3UA

tel. 01925 712279

email: [enquiries@gs-pc.net](mailto:enquiries@gs-pc.net)

[www.greatsankeypc.org.uk](http://www.greatsankeypc.org.uk)

**SCHEDULE OF CHARGES**

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

<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b>BASIS OF CHARGE</b>
<b>Disbursement cost</b>	Photocopying @ 10p per sheet (black & white)	*Actual cost
	Colour copying not available	
	Postage	*Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Statutory Fee</b>	None applicable	
<b>Other</b>	Freedom of Information requests: photocopying, printing and postage costs.	Information Commissioners Office

\* actual cost incurred by the public authority