

HELSEBY PARISH COUNCIL



PUBLICATION SCHEME

PART 1 – INTRODUCTION

This model publication scheme has been prepared and approved by the Information Commissioner.

This publication scheme commits the Parish Council to make information available to the public as part of its normal business activities. The information covered is included in the classes of information shown in Part 2, where this information is held by the authority. Additional assistance is provided to the definition of these classes in sector specific guidance manuals issued by the Information Commissioner.

The scheme commits the Parish Council:

- To proactively publish or otherwise make available as a matter of routine, information including environmental information, which is held by the Parish Council and falls within the classifications shown in Part 2.
- To specify the information which is held by the Parish Council and falls within the classifications shown in Part 2.
- To proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within this scheme.
- To produce and publish the methods by which the specific information is made routinely available so that it can be easily identified and accessed by members of the public.
- To review and update on a regular basis the information the Parish Council makes available under this scheme.
- To produce a schedule of any fees charged for access to information which is made proactively available.
- To make this publication scheme available to the public.

Who are we and what do we do?

Helsby Parish Council is a village with a population of approximately 5,000. The Parish Clerk is based in Primrose Cottage, Back Lane, Alvanley, Frodsham WA6 9AN. There are 15 Parish Councillors representing 3 wards. The Parish Council meets monthly, usually on the second Monday in the month.

The Parish Council's aim is:-

'To provide a high quality service and improve the quality of life in Helsby through the efforts of elected/co-opted members and dedicated professional staff to achieve maximum value for money from public funds'

Our contact details are as follows:-

Telephone: 01928-726433
Fax: 01928-726433
E-mail: helsbyparishcouncil@talktalk.net
Web: www.helsbyparish.org.uk

The Parish Clerk / Responsible Finance Officer / Burial Clerk is Jeanette Hughes

Parish Councillors contact details can be found on our website.

Helsby Parish Council employs the following Part-Time staff:-

Parish Clerk / Responsible Finance Officer / Burial Clerk
Two General Assistants

We have the following Committees:

Finance Committee
Health & Safety Committee
Environment Committee
Human Resources Committee
Standing Orders Committee
Parks, Cemetery and Allotments Committee

How can information be obtained?

Information contained in the Helsby Parish Council Publication Scheme will be made available in a number of ways. However, please note that information is not necessarily available in all formats.

- By post. Requests should be submitted in writing to:-

Mrs Jeanette Hughes – Parish Clerk,
Helsby Parish Council,
Primrose Cottage,
Back Lane
Alvanley,
Frodsham
WA6 9AN

Our aim will be to despatch the information requested within 20 working days from receipt of any fee applicable (see below).

- E-mail. Our address is helsbyparishcouncil@talktalk.net
- Website. Our address is www.helsbyparish.org.uk
- By phone. Our telephone number is 01928-726433. Phone between the hours of 9am – 2pm Monday – Friday.

Please note that whilst we may be able to provide certain information on demand, it is advisable to make an appointment if more detailed or complex information is required.

Information will be provided in the language in which it is held or in such other language that is legally required. Where the Parish Council is legally required to translate any information, it will do so.

Obligations under disability and discrimination legislation and any other legislation to provide information in other forms and formats will be adhered to when providing information in accordance with this scheme.

Will a charge be made?

Some information requested under this scheme is available free of charge – for example if it is available for download from the Parish Council's website. For other information a charge may be levied. Where levied, there will be a minimum charge of £1 which will include the copying of up to 5 A4 pages. There will be an additional charge of 25p for each additional page requested.

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If a charge is to be made, confirmation of the payment due will be given before the information is provided. Payment may be requested prior to provision of the information.

Who will maintain the scheme and where can I find more information?

The publication scheme will be maintained on behalf of the Parish Council by the Parish Clerk/Responsible Finance Officer. Issues concerning the Parish Council’s compliance with the Freedom of Information Act should be addressed, in the first instance, to the Parish Clerk/Responsible Finance Officer.

Information can be obtained from the Information Commissioner who is responsible for enforcing the operation of the publication scheme. The address is:-

The Information Commissioner
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Review

The Parish Council will review the scheme annually.

ADOPTION OF THE PUBLICATION SCHEME

Helsby Parish Council has adopted the Model Scheme for Local Councils produced in accordance with Section 20 of the Freedom of Information Act 2000 and will publish information in accordance with that scheme.

Signed.....

Parish Clerk/Responsible Finance Officer

Date.....

PART 2 – CLASSES OF INFORMATION

What we spend and how we spend it

Information	Available Format	Charge Applied
Statement of Accounts (limited to current & previous year)	Hard copy	Yes
Annual statutory report by internal & external auditors (limited to last financial year)	Hard copy	Yes
Receipts/Payments books/Receipt books of all kinds'	Hard copy. Viewing by appointment.	Yes
Bank statements (limited to current and previous financial year)	Hard copy. Viewing by appointment.	Yes
Precept request (limited to current and previous financial year)	Hard copy	Yes
Budget book including information relating to projected and actual income and expenditure and fees and charges applied by the Council	Hard copy	Yes
VAT records (limited to current and previous financial year)	Hard copy	Yes
Financial Regulations including Regulations as to Contracts	Hard copy	Yes
Assets Register	Hard copy	Yes
Financial Risk Assessment	Hard copy	Yes
Safety Inspection Records	Hard copy	Yes
Members' allowances and expenses	Hard copy	Yes

SPECIFIC EXCLUSIONS: All commercially sensitive information, e.g. quotations and tenders. This information is treated as confidential to ensure that the whole tender process is fair i.e. if tender information is released to a third party prior to the end of the tender period, those who initially submitted tenders could be undercut and/or unfairly disadvantaged.

What our priorities are and how are we doing?

Information	Available Format	Charge Applied
Parish Plan	Website	No
Quality Status	Hard copy	Yes
Annual Report to Annual Parish Meeting for the Parish Electorate	Hard copy / website	Yes / No

How we make decisions

Information	Available Format	Charge Applied
Timetable of Council and Committee meetings (limited to current municipal year)	Hard copy / website	Yes / No
Minutes of Council and Committee meetings (limited to current & previous year)	Hard copy / website	Yes / No
Procedural Standing Orders and scheme of delegation	Hard copy / website	Yes / No
Agendas and supporting papers to Council and Committee meetings (limited to current year)	Hard copy	Yes
Responses to planning applications (limited to current & previous year)	Hard copy	Yes
Responses to consultation papers (limited to current & previous year)	Hard copy	Yes

Our policies and procedures

Information	Available Format	Charge Applied
Health & Safety Policy	Hard copy / website	Yes / No
Disciplinary Procedure	Hard copy / website	Yes / No
Grievance Procedure	Hard copy / website	Yes / No
Allotment Policy	Hard copy / website	Yes / No
Job descriptions	Hard copy	Yes
Training – Statement of Intent	Hard copy / website	Yes / No
Standard Allotment Tenancy Agreement	Hard copy / website	Yes / No
Councillors' surgery dates	Hard copy / website	Yes / No
Official Complaints Procedure	Hard copy / website	Yes / No

SPECIFIC EXCLUSIONS: Personnel records, employee specific salary details, disciplinary records, sickness records and the like by virtue of being protected under the Data Protection Act 1998. Individual Tenancy Agreements and rent payment records under both privacy and data protection laws. Copies of planning consultations, the Development Plan, Structure Plan, Local Plan and Rights of Way / Footpath Maps are all available from the local planning authority respectively.

List and Registers

Information	Available Format	Charge Applied
Member's Declaration of Acceptance of Office	Hard copy	Yes
Member's Register of Interests	Hard copy	Yes
Register of Member's Interest Book	Hard copy	Yes
Byelaws: Control of dogs fouling Children's Play Area	Hard copy	Yes

The services we offer

Information	Available Format	Charge Applied
Burial records for Helsby Public Cemetery	Hard copy. Viewing by appointment.	Yes
Allotment lists (limited to current year)	Hard copy	Yes
The Helsby Newsletter (limited to current edition)	Hard copy	Yes

GENERAL EXCLUSIONS: The classes of information will not generally include:

- Information, the disclosure of which is prevented by law or exempt under the Freedom of Information Act, or is otherwise properly considered to be protected from disclosure.
- Information in draft form.
- Information that is no longer readily available as it is contained in files that have been placed in archive storage or is difficult to access for similar reasons.