

OLD LAUND BOOTH PARISH COUNCIL

Information available under the Model Publication Scheme

Information to be published	How the information can be obtained and cost
	<ul style="list-style-type: none"> • Website www.oldlaundboothparishcouncil.co.uk – free access • Hard Copies where available can be obtained from the Parish Clerk at a cost of 10p per sheet. • Reasonably available Oral information from Parish Clerk or Chairman will also be provided free. • Postage - 2nd Class or (if requested) 1st Class - at standard rates
Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts) Current information only	
Who's who on the Council (Council Members and Parish Clerk) with contact details	Website / Oral
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 as a minimum	
Up to April 2019: Annual Return and report by Auditor	Hard Copy
After April 2019: End of Year Accounts, Bank Reconciliation, Expenditure Details, Governance Statement & Internal Audit Report	Website / Hard Copy
Finalised Budget	Hard Copy
Grants given and received (if any)	Oral / Hard Copy
Current contracts awarded (if any) and value of contract	Oral / Hard Copy
Members allowances and expenses	Oral / Hard Copy
Class 3 - What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews) Current and previous year as a minimum	
Parish Plan	Website / Hard Copy
Annual Report to Parish Meeting	Website / Hard Copy
Minutes of Meetings (excluding information properly regarded as private to the meeting)	Website / Hard Copy

<p>Class 4 - How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum</p>	
Timetables / Agendas of Meetings	Website / Hard Copy
Minutes of Meetings (excluding information properly regarded as private to the meeting)	Website / Hard Copy
Reports presented to Council Meetings (excluding information properly regarded as private to the meeting)	Website / Hard Copy
Documents considered at Council Meetings (excluding information properly regarded as private to the meeting)	Oral / Hard Copy
Responses to consultation papers and planning applications	Oral / Hard copy
<p>Class 5 - Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only</p>	
<p>Policies and procedures for the conduct of council business:</p> <p>Standing Orders Code of Conduct</p>	<p>Website / Hard Copy Website / Hard copy</p>
<p>Policies and procedures for the provision of services and about the employment of staff:</p> <p>Risk Assessment Recruitment and vacancies information and notices Schedule of charges (for the publication of information)</p>	<p>Hard Copy Website / Oral / Hard Copy This document</p>
<p>Class 6 - Lists and Registers Currently maintained lists and registers only</p>	Contact Pendle Borough Council
Assets Register	Website / Hard Copy
Register of Members' Interests	Website / Hard Copy
Register of significant Gifts and Hospitality (if any)	Hard Copy
<p>Class 7 - The Services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)</p>	
Parks, playing fields and recreational facilities	Oral - Contact Parish Clerk
Seating, litter bins, clocks, memorials and lighting	Oral - Contact Parish Clerk
Bus Shelters	Oral - Contact Parish Clerk