

Newburgh Parish Council

Schedule of Information Policy

Information available from Newburgh Parish Council under the model publication scheme

Information to be published	How the information can be obtained	Cost
Class1 - Who we are and what we do	(hard copy and/or website)	
Who's who on the Council	Website Newsletter Hard copy/email from Clerk	Free
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website Noticeboard Newsletter Hard copy/email from Clerk	Free
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	(hard copy and/or website)	
Annual return form and report by auditor	Website	Free

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	Hard copy/email from Clerk	
Finalised budget	Hard copy/email from Clerk	Free
Precept	Website Hard copy/email from Clerk	Free
Financial Standing Orders and Regulations	Hard copy/email from Clerk	Free
Grants given and received	Hard copy/email from Clerk	Free
List of current contracts awarded and value of contract	Hard copy/email from Clerk	Free
Members' expenses	Website Hard copy, email from Clerk.	Free
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)	(hard copy or website)	
Parish Plan (current and previous year as a minimum)	Website Hard copy/email from Clerk	Free
Annual Report to Parish Meeting (current and previous year as a minimum)	Newsletter Hard copy/email from Clerk Website	Free
Quality status	Hard copy/email from Clerk	Free

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Local charters drawn up in accordance with DCLG guidelines	Hard copy from Clerk	Free
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum	(hard copy or website)	
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Hard copy/email from Clerk Website	Free
Agendas of meetings (as above)	Website Noticeboard Hard copy from Clerk	Free
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Website/Noticeboard Hard copy/email from Clerk	Free
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Hard copy/email from Clerk	Free
Responses to consultation papers	Hard copy/email from Clerk	Free
Responses to planning applications	WLBC website Website (minutes)	Free
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only	(hard copy or website)	

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Policies and procedures for the conduct of council business:		
Procedural standing orders	Website/Hard copy/Email from Clerk	Free
Committee and sub-committee terms of reference	Hard copy from Clerk	Free
Code of Conduct	Website/Hard copy/email from Clerk	Free
Policy statements	Website	Free
	Hard copy/email from Clerk	Free
	Website	
Policies and procedures for the provision of services:		
Internal policies relating to the delivery of services	Hard copy from Clerk	Free
Complaints procedures (including those covering requests for information and operating the publication scheme)	Hard copy/Email from Clerk	Free
Class 6 – Lists and Registers	(hard copy or website; some information may only be available by inspection)	
Currently maintained lists and registers only		
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)		
Assets Register	Website/Hard copy/Email from clerk	Free
Register of members' interests	Website/Hard copy from clerk	
	Website	

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Register of gifts and hospitality	Inspection - Clerk	Free
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	(hard copy or website; some information may only be available by inspection)	
Recreational Facilities	Hard Copy/Email from the Clerk	Free
Seating, litter bins, memorials	Hard Copy/Email from the Clerk	Free
Bus shelters	Hard Copy/Email from the Clerk	Free
Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above		

Contact Details:

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 Parish Clerk
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