

# INFORMATION AVAILABLE FROM FRECKLETON PARISH COUNCIL UNDER THE MODEL PUBLICATION SCHEME

*This document was approved by the Council, by resolution at the meeting held on 05/09/2016*

<b>Information to be published</b>	<b>How the information can be obtained</b>	<b>Cost</b>
<p><b>Class 1 – Who we are and what we do</b>                      Freckleton Parish Council, consisting of Twelve Councillors.                      Elected to represent the Parishioners of Freckleton, by providing a service for the community.</p>		
<p><b>The Council and its Committees:</b></p> <p>The Council consists of twelve members and normally meets on the first Monday of each month except August. The meeting is delayed a week when it clashes with The Fylde Borough Council Full Council meeting.</p> <p>The committees are: (these meet at varying times of the year, see schedule published in May of each year.)                      Finance                      Open Spaces                      Planning                      Fabrics                      Communications</p>	<p>a).Website                      b). Hard Copy – contact Clerk.                      c). Meeting dates are published in the Newsletter</p> <p>a).Web site                      b). Hard Copy – contact Clerk to the Parish Council                      c). Meeting dates are published in the Newsletter</p>	<p>Free                      £0.10p per sheet + postage                      Free</p> <p>Free                      £0.10p per sheet + postage                      Free</p>

<p><b>Contact details for Clerk and Council Members</b></p>	<p>a). Website  b). Annual Report  c). Telephone Clerk  d). Hard Copy – Contact Clerk  e) Also published in the newsletter</p>	<p>Free  Free  Free  £0.10p per sheet + postage  Free</p>
<p><b>Location of main Council office and accessibility details:</b>  Mr. KM Armistead.  Clerk to the Council,  3, Lythall Ave,  Lytham,  FY8 4HF</p>	<p>a). Website  b) by email at  clerk@freckletonparishcouncil.org.uk</p>	<p>Free  Free</p>
<p><b>Class 2 – What we spend and how we spend it</b></p>	<p>Website – “Minutes - Finance”  a) On the web site  b) Hard copy - contact Clerk</p>	<p>Free  £0.10p per sheet + postage</p>
<p><b>Annual Return form and report by Auditor:</b>  These documents are available from the Clerk to the Council at the contact point shown above.</p>	<p>Hard Copy – Contact Clerk</p>	<p>£0.10p per sheet + postage</p>

<p><b>Finalised Budget:</b> This document will be appended to the Finance minutes, held in November each year.</p>	<p>Website – “Minutes - Finance” Annual Report ( to be delivered to households, via the May Newsletter)</p> <p>Hard Copy of Statement of Accounts - Contact Clerk</p>	<p>Free</p> <p>£0.10p per sheet + postage</p>
<p><b>Precept:</b> This document will be appended to the Finance minutes, held in November each year</p>	<p>Website – “Minutes - Finance”</p> <p>Annual Report (delivered to households)</p> <p>Hard Copy – Contact Clerk</p>	<p>Free</p> <p>Free</p> <p>£0.10p per sheet + postage</p>
<p><b>Borrowing Approval Letter;</b> Not applicable</p>		
<p><b>Financial Standing Orders and Regulations;</b></p>	<p>Website – “Procedures”</p> <p>Hard Copy – Contact Clerk</p>	<p>Free</p> <p>£0.10p per sheet + postage</p>
<p><b>Grants Given and Received:</b> <b>Given:</b> The Parish Council donates annually to The Air Ambulance and the Hospice for the Fylde. <b>Received:</b> None</p>	<p>Website</p> <p>Hard Copy</p>	<p>Free</p> <p>£0.10p per sheet + postage</p>
<p><b>List of current contracts awarded and value of contract:</b> Contracts are awarded annually for the Open Spaces work.</p>	<p>Hard Copy</p>	<p>£0.10p per sheet + postage</p>
<p><b>Members Allowance &amp; Expenses:</b> Freckleton Parish Council <b>do not</b> currently pay any Members Allowances or Expenses, other than the Chairman’s allowance for out of pocket expenses</p>	<p>Hard Copy - Contact Clerk</p> <p>Website - FAQ</p>	<p>£0.10p per sheet + postage</p> <p>Free</p>
<p><b>Class 3 – What our priorities are and how we are doing</b></p>		

<b>Parish Plan produced in 2005</b>	Website - FAQ Hard copies no longer available	Free
<b>An Annual Report is produced in May each year.</b>	a). Website – April Newsletter  b). Hard Copy – All households in the Village will receive a free copy of the Annual Report delivered to their door.	Free  Free
<b>Quality Status – This has not been progressed</b>		
<b>Local Charters drawn up in accordance with DCLG guidelines</b>	There are currently no charters in operation.	
<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions)  The Council meets at regular intervals to make decisions relating to the Community it serves.		
<b>Timetable of Meetings:</b> A timetable of meetings to be held for the next twelve months is produced in May each year	Website - Diary  Hard Copy – Contact Clerk ( NB actual dates and times may be subject to change depending on external circumstances, e.g. FBC meetings conflicting)	Free  £0.10p per sheet + postage
<b>Agendas of meetings:</b> The agendas are displayed on the notice board in the Centre of the Village and on the web-site	Website  Notice boards	Free  Free

	Hard Copy – Contact Clerk	£0.10p per sheet + postage
<b>Minutes of Meetings:</b> The minutes are published on the web-site and a hard copy is held in the Library.	Website - Minutes  Library  Hard Copy – Contact Clerk	Free  Free to view  £0.10p per sheet + postage
<b>Reports presented to Council meetings</b> N.B This will exclude information that is properly regarded as private to the meeting.	Hard Copy – Contact Clerk	£0.10p per sheet + postage
<b>Responses to consultation papers:</b>	Hard Copy – Contact Clerk	£0.10p per sheet + postage
<b>Responses to planning applications:</b> These are published in the Planning committee meeting minutes	Website – see Planning committee minutes Fylde Borough web-site – Planning Portal Hard Copy – Contact Clerk	Free  Free  £0.10p per sheet + postage
<b>Bye-Laws:</b> <b>Bye-laws exist relating to the access to the Memorial park and Bush lane playing fields – To be reviewed by FBC in 2017</b>	Hard Copy – Contact Clerk	£0.10p per sheet + postage
<b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities)		
<b>Policies and procedures for the conduct of Council business:</b> <b>The following documents are available from the Clerk and are on the web-site:-.</b> <ol style="list-style-type: none"> <li>1. Standing orders</li> <li>2. Financial regulations</li> <li>3. Committee and sub-committee terms of reference – <i>see minutes of the Annual Parish Council meeting held in May each year</i></li> </ol>	Web-site - Procedures  Hard Copy –Contact Clerk.	Free  £0.10p per sheet +

4. Delegated authority in respect of Officers – <i>see Standing Orders.</i>		postage
<b>Policies and procedures for the provision of services and about the employment of staff:</b> Health and safety policy Policies and procedures for handling requests for information Complaints Procedures Schedule of Charges for the publication of information	Hard Copy – Contact Clerk  See risk Assessment document This document. Web site - Procedures This document	£0.10p per sheet + postage
<b>Class 6 – Lists and Registers</b>		
Electoral register	Copy of the principal authority’s electoral register is held by the Clerk Alternatively may be obtained from FBC	Visual Inspection free. Visual inspection is free but fee payable for hard copy of register, refer to FBC
Assets Register	Website  Hard Copy – The Clerk	Free  £0.10p per sheet + postage
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.	Currently not held by Freckleton Parish Council.	
Register of Members’ Interests	Available on the FBC web-site	Visual inspection free
Register of Gifts and Hospitality	Hard Copy – Contact Clerk.	£0.10p per sheet + postage
<b>Class 7 – The Services we offer</b>		

(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only		
Allotments Agricultural allotments – Bush Lane Horticultural allotments – Croft Butts lane	Contact the Clerk for information	Free
Burial Grounds and closed churchyards	Freckleton Parish Council are not currently responsible any burial grounds and closed churchyards	
Community Centres and Village Halls Rawstorne Sports Centre, The Village hall Band room. Scouts & Cubs centre, Guides & Brownies centre	Contact the Clerk for information	Free
Parks, playing fields and recreational facilities Bush lane Playing fields – Football and cricket Bush lane AWS area – for Tennis, Netball and 5-a-side	Contact the Clerk for information	
Seating, litter bins, clocks, memorials and lighting	Contact the Clerk for information	
Bus shelters	Contact Fylde Borough Council for information.	
Markets	Freckleton Parish Council do not have responsibility for any markets in the village	
Public Conveniences	Fylde Borough Council are responsible for the public conveniences in the Village	
Agency agreements	Not applicable to Freckleton Parish Council	
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g burial fees)	Not applicable to Freckleton Parish Council	

<b>Additional Information</b>		
Newsletter – Published Half yearly (April & October)	Website Hard Copy – distributed by to local shops, churches, pubs and library	Free Free

**Contact Details**

The Clerk to the Council is Mr. K. M. Armistead

Tel: 01253 738951

Email: [clerk@freckletonparishcouncil.org.uk](mailto:clerk@freckletonparishcouncil.org.uk)

**SCHEDULE OF CHARGES**

<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b>BASIS OF CHARGE</b>
<b>Disbursement cost</b>	Photocopying at £0.05p per sheet (black and 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, unless a search is required, when the actual statutory fee will be charged, plus any photocopying required.	Actual cost including any statutory fees payable by the Parish Council
<b>Other</b>	None applicable	

- The actual cost incurred by the public authority