

## RAINHILL PARISH COUNCIL

### Information available from Rainhill Parish Council under the model publication scheme

Information to be published	How the information can be obtained	Cost
<p><b>Class1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts)</p> <p>This will be current information only</p>	(hard copy and/or website)	
Who's who on the Council and its Committees	<p>a) Hard Copy – All households in the Parish receive a free copy of the Annual Report delivered to their door. Copies are also placed in Rainhill Village Hall and Rainhill Community Library. Additional copies are also available from the Parish Clerk (subject to availability of spare copies).</p> <p>b) Website – Annual Report</p>	Free
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	<p>a) Website – All information including email</p> <p>b) Annual Report – All information excluding email addresses.</p>	Free

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	c) Paper copy printed from website – Contact Parish Clerk	£0.10p per sheet
Location of main Council office and accessibility details	a). Website – Parish Clerk contact details  b) Paper copy of contact details for Parish Clerk and Council members printed from website – Contact Parish Clerk	Free  £0.10p per sheet
Staffing structure	a) Website)  b) Paper copy printed from website – Contact Parish Clerk	Free  £0.10p per sheet
<b>Class 2 – What we spend and how we spend it</b> (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	a) Hard Copy – Contact Parish Clerk	£0.10p per sheet
Finalised budget	a) Annual Report – “Financial Statement”.  b) Website – Minutes of	Free  Free

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	<p>January Finance meeting</p> <p>c) Website - Statement of Accounts</p> <p>d) Hard Copy of Statement of Accounts - Contact Parish Clerk</p>	<p>Free</p> <p>£0.10p per sheet</p>
Precept	<p>a) Website – Minutes of January Finance meeting</p> <p>b) Annual Report</p> <p>c) Hard Copy – Contact Parish Clerk</p>	<p>Free</p> <p>Free</p> <p>£0.10p per sheet</p>
Borrowing Approval letter	<p>a) Hard Copy, if applicable – Contact Parish Clerk</p>	<p>£0.10p per sheet</p>
Financial Standing Orders and Regulations	<p>a) Hard Copy – Contact Parish Clerk</p>	<p>£0.10p per sheet</p>
Grants given and received	<p>a) Annual Report</p> <p>b) Website – Minutes of January Finance meeting</p> <p>c) Website - Statement of Accounts</p> <p>d) Hard Copy of Statement</p>	<p>Free</p> <p>Free</p> <p>Free</p> <p>£0.10p</p>

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	of Accounts - Contact Parish Clerk	per sheet
List of current contracts awarded and value of contract	a) Hard Copy – Contact Parish Clerk	£0.10p per sheet
Members' allowances and expenses	Please note that Rainhill Parish Council <u>do not</u> currently pay any Members Allowances or Expenses, other than essential travel expenses – Hard Copy contact Parish Clerk	£0.10p per sheet
<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)	(hard copy or website)	
Parish Plan (current and previous year as a minimum)	Rainhill Parish Council does not have its own Parish Plan. Instead they are guided by the St Helens Council led 'Local Strategic Partnership Board' identifying strategic partnership directions.	
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	a) Hard Copy – All households in the Parish receive a free copy of the Annual Report delivered to their door. Copies are also placed in Rainhill Village Hall and Rainhill Community Library. Additional copies are also available from the	Free

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	Parish Clerk (subject to availability of spare copies). b) Website – Annual Report	Free
Quality status	Website – Minutes of Council meetings regarding Quality Status issues.  Hard Copy of Quality Status Information – Contact the Parish Clerk	Free  £0.10p per sheet
Local charters drawn up in accordance with DCLG guidelines	There are currently no charters in operation.	
<b>Class 4 – How we make decisions</b> (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)	a) Website  b) Annual Report  c) Hard Copy – Contact the Parish Clerk	Free  Free  £0.10p per sheet
Agendas of meetings (as above)	a) Website  b) Hard Copy – Contact the	Free  £0.10p

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	Parish Clerk	per sheet
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	a) Website  b) Hard Copy – Contact the Parish Clerk	Free  £0.10p per sheet
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	a) Hard Copy – Contact the Parish Clerk	£0.10p per sheet
Responses to consultation papers	a) Hard Copy – Contact the Parish Clerk	£0.10p per sheet
Responses to planning applications	a) Website – Reference to minutes of Council meetings for particular applications where a response has been made  b) Hard Copy – Contact the Parish Clerk	Free  £0.10p per sheet
Bye-laws	Rainhill Parish Council does not currently have any bye-laws.	
<b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities)  Current information only	(hard copy or website)	

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<p>Policies and procedures for the conduct of council business:</p> <p>Procedural standing orders          Committee and sub-committee terms of reference          Delegated authority in respect of officers          Code of Conduct          Policy statements</p>	<p>a) Hard Copy, if applicable –          Contact Parish Clerk</p>	<p>£0.10p          per          sheet</p>
<p>Policies and procedures for the provision of services and about the employment of staff:</p> <p>Internal policies relating to the delivery of services          Equality and diversity policy          Health and safety policy          Recruitment policies (including current vacancies)          Policies and procedures for handling requests for information          Complaints procedures (including those covering requests for information and operating the publication scheme)</p>	<p>a) Hard Copy, if applicable –          Contact Parish Clerk</p>	<p>£0.10p          per sheet</p>
<p>Information security policy</p>	<p>a) Hard Copy – Contact the          Parish Clerk</p>	<p>£0.10p          per          sheet</p>
<p>Records management policies (records retention, destruction and archive)</p>	<p>a) Hard Copy – Contact the          Parish Clerk</p>	<p>£0.10p          per          sheet</p>
<p>Data protection policies</p>	<p>a) Hard Copy – Contact the          Parish Clerk</p>	<p>£0.10p          per          sheet</p>
<p>Schedule of charges (for the publication of information)</p>	<p>This document.</p>	
<p><b>Class 6 – Lists and Registers</b></p>	<p>(hard copy or website; some          information may only be</p>	

## RAINHILL PARISH COUNCIL

Currently maintained lists and registers only	available by inspection)	
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	None held by Rainhill Parish Council	
Assets Register	a) Hard Copy – Contact the Parish Clerk	£0.10p per sheet
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)	None held by Rainhill Parish Council	
Register of members' interests	a) Hard Copy – Contact the Parish Clerk	£0.10p per sheet
Register of gifts and hospitality	a) Hard Copy – Contact the Parish Clerk	£0.10p per sheet
<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	(hard copy or website; some information may only be available by inspection)	
Allotments	Rainhill Parish Council do not currently have any allotments	
Burial grounds and closed churchyards	Rainhill Parish Council do not have direct responsibility for these	
Community centres and village halls	Rainhill Parish Council do not have direct responsibility for these	
Parks, playing fields and recreational facilities	a) Website	Free



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	b) Hard Copy – Contact the Parish Clerk	£0.10p per sheet
Seating, litter bins, clocks, memorials and lighting	a) Hard Copy – Contact the Parish Clerk	£0.10p per sheet
Bus shelters	Rainhill Parish Council do not have responsibility for any bus shelters	
Markets	Rainhill Parish Council do not have responsibility for any markets	
Public conveniences	Rainhill Parish Council do not have responsibility for any public conveniences	
Agency agreements	Not applicable to Rainhill 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 Rainhill Parish Council	
<b>Additional Information</b> This will provide Councils with the opportunity to publish information that is not itemised in the lists above		

## RAINHILL PARISH COUNCIL

### Contact details:

Mr M Paton  
Clerk to Rainhill Parish Council  
17 Eton Way  
Orrell  
Wigan  
WN5 8PN

Tel: 01942 214467

Email: rainhillpc@hotmail.co.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 @ £0.10p per sheet (black & white)	Actual cost *
	Colour photocopying is not available	
	Postage:	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Statutory Fee</b>	None applicable	
<b>Other</b>	None applicable	

\* the actual cost incurred by the public authority