



Catterall Parish Council

Freedom of Information – Publication Scheme

Information to be published	How the information can be obtained	Cost
Class 1 - Who we are and what we do		
Who's who on the Parish Council	Noticeboard, Website, www.catterallparish.org.uk Hard copy – contact the clerk	Free 5p per sheet
Councillors on Committees	www.catterallparish.org.uk Hard copy – contact the clerk	Free 5p per sheet
Contact details for Parish Clerk and Council members (named contacts where possible with contact details)	Noticeboard, Website, www.catterallparish.org.uk Hard copy – contact the clerk	Free 5p per sheet
Location of main Parish Council office; Catterall Village Hall	Website, www.catterallparish.org.uk Contact the clerk	Free 5p per sheet
Staffing structure	The Parish Council employs two part time staff Parish Clerk and Parish Lengthsman	5p per sheet
Class 2 – What we spend and how we spend it		
Annual return form and report by auditor	Noticeboard, at the time, Website www.catterallparish.org.uk Hard copy – contact the clerk	Free 5p per sheet
Finalised budget and Precept	Website, www.catterallparish.org.uk Hard copy – contact the clerk	Free 5p per sheet
Financial Standing Orders and Regulations	Website www.catterallparish.org.uk Hard copy – contact the clerk	Free 5p per sheet
Grants given and received	Website, www.catterallparish.org.uk Hard copy – contact the clerk	Free 5p per sheet
List of current contracts awarded and value of contract	Hard copy – contact the clerk	5p per sheet
Members' allowances and expenses	Not applicable	



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Class 3 – What our priorities are and how we are doing		
Annual Reports to Parish (current and previous year as a minimum) Chairman's and Responsible Financial Officer's	Website www.catterallparish.org.uk Hard copy – contact the clerk	Free 5p per sheet
Class 4 – How we make decisions		
Timetable of Parish Council meetings	Website, www.catterallparish.org.uk Hard copy – contact the clerk	Free 5p per sheet
Agendas of Parish Council meetings	Noticeboard, Website, www.catterallparish.org.uk Hard copy – contact the clerk	Free 5p per sheet
Minutes of Parish Council meetings – this will exclude information that is properly regarded as private to the meeting.	Website www.catterallparish.org.uk Hard copy – contact the clerk	Free 5p per sheet
Reports presented to council meetings - this will exclude information that is properly regarded as private to the meeting.	Website www.catterallparish.org.uk Hard copy – contact the clerk	Free 5p per sheet
Responses to consultation papers	Reported in the minutes see website: www.catterallparish.org.uk Hard copy – contact the clerk	Free 5p per sheet
Responses to planning applications	Website www.catterallparish.org.uk	Free
Bye-laws (where applicable)	Noticeboard Hard copy – contact the clerk	Free 5p per sheet
Class 5 – Our policies and procedures		
Policies and procedures for the conduct of council business: Standing Orders Financial Regulations Code of Conduct Policies	Website www.catterallparish.org.uk Hard copy – contact the clerk	Free 5p per sheet
Policies and procedures for the employment of staff:		



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Parish Policies and procedures for handling requests for information Health and Safety Policy Complaints procedures (including those covering requests for information and operating the publication scheme)	Website www.catterallparish.org.uk Hard copy – contact the clerk	Free 5p per sheet
Data protection policies	Website www.catterallparish.org.uk	Free
Schedule of charges – for the publication of information	Hard copy – contact the clerk	5p per sheet
Class 6 – Lists and Registers		
Any publicly available register or list: (if any are held these will be publicised, in most circumstances existing access provision will suffice)	Copy of district authority’s electoral register for the parish is held – visual inspection only	
Assets Register	Website www.catterallparish.org.uk Hard copy – contact the clerk	
Register of members’ interests	Website www.catterallparish.org.uk Hard copy – contact the clerk	
Register of gifts and hospitality	Website www.catterallparish.org.uk Hard copy – contact the clerk	
Class 7 – The services we offer		
Playing fields and recreational facilities	Catterall Parish Council owns and manages the Queen Elizabeth II Playing Field, Garstang Road, Catterall Land at Keepers Wood Way – Open Green Space	
Seating, litter bins, clocks, memorials and lighting	Refer to the Asset Register on Website www.catterallparish.org.uk	

Emma Millington, Parish Clerk, 2 Elder Court, Catterall, PR3 0NL
Based at the Parish Council Office, Catterall Village Hall, Garstang Road, Catterall
Telephone – 01995 600689 E-mail - clerk@catterallparish.org.uk



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SCHEDULE OF CHARGES

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 5p per sheet (black & white)	Actual cost
	Colour Photocopying not available	
	Postage	Actual cost of envelope and Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation
Other		

Version Number	Purpose/Change	Author	Date
V1.0	Adopted	G. Benson, Clerk	01/01/2009
V2.0	Review – minute	G. Benson, Clerk	03/2021
V2.1	Reviewed and minor updates to remove mention of the Catterall Crier and to update contact details – minute 3734	E. Millington, Clerk	07/03/2023