

## Information Available from Shevington Parish Council Under the Council's Publication Scheme

Information to be published	How the information can be obtained	Cost
<b>Who we are and what we do</b>		
Who's who on the Council and its Committees	Hard copy Website	10p/sheet FREE
Contact details for Parish Clerk and Council members	Hard copy Website / Notice boards	10p/sheet FREE
Location of main Council office and accessibility details	Hard copy Website / Notice boards	10p/sheet FREE
Staffing structure	Hard copy	10p/sheet
<b>What we spend and how we spend it</b>		
Income / Expenditure Statement and internal audit report	Hard copy Website	10p/sheet FREE
Annual Return, related information and report by external auditor	Hard copy Website	10p/sheet FREE
Finalised budget and precept	Hard copy Website	10p/sheet FREE
Budget monitoring reports	Hard copy Website	10p/sheet FREE
Borrowing Approval letter	Hard copy	10p/sheet
Financial Regulations and Standing Orders	Hard copy Website / Library	10p/sheet FREE
Grants given and received	Hard copy Website	10p/sheet FREE
List of current contracts awarded and value of contract	Hard copy Website	10p/sheet FREE
Members' allowances and expenses	Hard copy	10p/sheet

<b>What our priorities are and how we are doing</b>		
Parish Plan (2006) and Review (2016)	Hard copy Website	£2.50/copy FREE
Annual Report to Parish Meeting	Hard copy Website / Library	10p/sheet FREE
<b>How we make decisions</b>		
Timetable of meetings	Hard copy Website	10p/sheet FREE
Agendas of meetings	Hard copy Website	10p/sheet FREE
Minutes of meetings – nb this will exclude information that is properly regarded as private to the meeting.	Hard copy Website / Library	10p/sheet FREE
Reports presented to Council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Hard copy Website / Library	10p/sheet FREE
Responses to consultation papers	Hard copy	10p/sheet
Responses to planning applications	Hard copy	10p/sheet
<b>Our policies and procedures</b>		
Policies and procedures for the conduct of council business: Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements	Hard copy Website / Library	10p/sheet FREE
Policies and procedures for the provision of services and about the employment of staff: Internal policies relating to the delivery of services Equality and diversity policy Health and safety policy Recruitment policies Policies and procedures for handling requests for information	Hard copy Website / Library	10p/sheet FREE

Complaints Procedure		
Information security policy	Hard copy	10p/sheet
Records management policies	Hard copy	10p/sheet
Data protection policies	Hard copy	10p/sheet
Schedule of charges	Hard copy Website	10p/sheet FREE
<b>Lists and Registers</b>		
Assets Register	Hard copy Website	10p/sheet FREE
Disclosure log of information provided in response to FOI requests	Inspection	£2
Register of members' interests	Inspection Website	£2 FREE
Register of gifts and hospitality	Inspection Website	£2 FREE
Elected Members' attendance at meetings	Hard copy Website	10p/sheet FREE
<b>The services we offer</b>		
Allotments	Hard copy	FREE
Parks, children's play area, playing fields and recreational facilities	Hard copy	FREE
Seating, floral displays, litter bins and memorials	Hard copy	FREE

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## SCHEDULE OF CHARGES

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 10p per sheet (black & white)	Actual cost: 5p per sheet
	Photocopying @ 20p per sheet (colour)	Actual cost: 10p per sheet
	Postage: 55p or more – depending on weight	Actual cost of Royal Mail standard 2 <sup>nd</sup> class