

Information available from Thornley with Wheatley PC under the Freedom of Information Act model publication scheme

This template guide covers only information we currently hold. If we do not hold some of the information listed below, we will mark it as 'not held' in the table.

Information to be published	How the information can be obtained	Cost
Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts) Current information only	(hard copy or website)	
List of Council members and their responsibilities as well a list of Council Committees Details of any representation on local public bodies	Website	
Postal and email address Contact details for Parish Clerk and Council members Where possible, provide named contacts including contact phone numbers and email addresses	Website/ Noticeboard	
Location of main Council office and accessibility details	Website	
Staffing structure	Not applicable	

Class 2 – What we spend and how we spend it (Financial information about projected and actual income and expenditure, procurement, contracts and financial audit) Current and previous financial year as a minimum	(hard copy or website)	
Statement of accounts and internal audit report in the format included in the Annual Return form	Website	
Finalised budget	Website	
Precept	Website	
Borrowing Approval letter	Not applicable at present	
All items of expenditure above £100	Website	
Financial Standing Orders and Regulations	Website	
Grants given and received	Website in Minutes	
List of current contracts awarded and value of contract	Website when relevant	
Members' allowances and expenses	Not applicable at present	
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews) Current and previous year as a minimum	(hard copy or website)	
Annual governance statement in format included in the Annual Return form	Website	

Parish Plan	None currently held	
Annual Report to Parish or Community Meeting	Website	
Quality status		
Local charters drawn up in accordance with DLUHC's guidelines	None currently	
Data Protection impact assessments (in full or summary format) or any other impact assessment (eg Health & Safety Impact Assessment, Equality Impact Assessments etc), as appropriate and relevant	Website as appropriate	
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 and any committee/sub-committee meetings and parish meetings)	Website/ Noticeboard	
Agendas of meetings (as above)	Website/ Noticeboard	
Minutes of meetings (as above) – exclude material that is properly considered to be exempt from disclosure	Website/ Noticeboard	
Reports presented to council meetings – exclude material that is properly considered to be exempt from disclosure	Website	
Responses to consultation papers	Website in Minutes	

Responses to planning applications	Website in Minutes/hard copy	
Bye-laws	Not held	
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)	
Policies and procedures for the conduct of Council business: <ul style="list-style-type: none"> • Procedural standing orders • Committee and sub-committee terms of reference • Delegated authority in respect of officers • Code of Conduct • Policy statements 	Website/hard copy	
Policies and procedures for the provision of services and about the employment of staff: <ul style="list-style-type: none"> • Internal instructions to staff and policies relating to the delivery of services • Equality and diversity policy • Health and safety policy • Recruitment policies and details of current vacancies • Policies and procedures for handling requests for information • Complaints procedures (including those covering requests for information and operating the publication scheme) 	Website/ Hard copy where relevant	
Records management, personal data and access to information policies	Website/	

Include information security policies, records retention, destruction and archive policies, and data protection (including data sharing and CCTV usage) policies	Hard copy	
Class 6 – Lists and Registers Currently maintained lists and registers only.	(hard copy or website; some information may only be available by inspection)	
Information legally required to hold in publicly available registers (in most circumstances existing access provisions will suffice)	Public register as appropriate	
Assets register, including details of public land and building assets	Website/hard copy	
Disclosure log indicating the information provided in response to FOIA and EIR requests. These are recommended as good practice	Inspection as relevant	
Register of members' interests	Hard copy/details On Ribble Valley Borough Council Website	
Register of gifts and hospitality	Hard copy when relevant	
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)	
Allotments	Not applicable N/A	
Burial grounds and closed churchyards	N/A	
Community centres and village halls	N/A	

Parks, playing fields and recreational facilities	N/A	
Seating, litter bins, clocks, memorials and lighting	Website as relevant	
Bus shelters	N/A	
Markets	N/A	
Public conveniences	N/A	
Agency agreements	N/A	
Services for which we are entitled to recover a fee and details of those fees (eg burial fees)	N/A	
Additional Information		
Information not itemised in the lists above		

Schedule of charges

This describes how the charges have been arrived at and should be published as part of the guide.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 10p per sheet (black & white)	Admin/printing
	Photocopying @ 15p per sheet (colour)	Admin/printing
	Postage Cost as at time of posting	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)
Other		

