



# HELSEBY PARISH COUNCIL

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## PUBLICATION SCHEME

### PART 1 – INTRODUCTION

This model publication scheme has been prepared and approved by the Information Commissioner.

This publication scheme commits the council to make information available to the public as part of its normal business activities. The information covered is included in the classes of information shown in Part 2, where this information is held by the council. Additional assistance is provided to the definition of these classes in sector specific guidance manuals issued by the Information Commissioner.

The scheme commits the council:

- To proactively publish or otherwise make available as a matter of routine, information including environmental information, which is held by the council and falls within the classifications shown in Part 2;
- To specify the information which is held by the council and falls within the classifications shown in Part 2;
- To proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within this scheme;
- To produce and publish the methods by which the specific information is made routinely available so that it can be easily identified and accessed by members of the public;
- To review and update on a regular basis the information the council makes available under this scheme;
- To produce a schedule of any fees charged for access to information which is made proactively available;
- To make this publication scheme available to the public;
- To publish any dataset held by the council that has been requested, and any updated versions it holds, unless the council is satisfied that it is not appropriate to do so; to publish the dataset, where reasonably practicable, in an electronic form that is capable of re-use; and, if any information in the dataset is a relevant copyright work and the council is the only owner, to make the information available for re-use under the terms of the Re-use of Public Sector Information Regulations 2015, if they apply, and otherwise under the terms of the Freedom of

Information Act section 19. The term 'dataset' is defined in section 11(5) of the Freedom of Information Act. The term 'relevant copyright work' is defined in section 19(8) of that Act.

## **Who are we and what do we do?**

Helsby is a village with a population of approximately 5,000 residents. The parish council is based in the parish office at Helsby Community Sports Club, Callender Way, Helsby, WA6 0FX. The council has up to 15 parish councillors representing 3 wards. The council meets monthly, usually on the second Monday in the month, except during August.

The council's aim is:

*'To provide a high-quality service and improve the quality of life in Helsby through the efforts of elected/co-opted members and dedicated professional staff to achieve maximum value for money from public funds.'*

Our contact details are as follows:

Telephone: 01928 726433

E-mail: [clerk@helsbyparishcouncil.gov.uk](mailto:clerk@helsbyparishcouncil.gov.uk)

Web: [www.helsbyparishcouncil.gov.uk](http://www.helsbyparishcouncil.gov.uk)

The Parish Clerk / Responsible Finance Officer / Burial Clerk is Claire Jones.

Parish councillors contact details can be found on our website.

Helsby Parish Council employs the following full-time staff:

- Parish Clerk / Responsible Finance Officer / Burial Clerk

We have the following committees:

- Finance Committee
- Environment Committee
- Policy and Procedures Committee
- Parks, Cemetery and Allotments Committee

## **How can information be obtained?**

Information contained in the Publication Scheme will be made available in a number of ways. However, please note that information is not necessarily available in all formats.

- By post. Requests should be submitted in writing to:  
Claire Jones – Parish Clerk  
Helsby Parish Council

Helsby Community Sports Club  
Callender Way  
Helsby  
Cheshire  
WA6 0FX

Our aim will be to despatch the information requested within 20 working days from receipt of any fee applicable (see below).

- E-mail. Our address is [clerk@helsbyparishcouncil.gov.uk](mailto:clerk@helsbyparishcouncil.gov.uk)
- Website. Our address is [www.helsbyparishcouncil.gov.uk](http://www.helsbyparishcouncil.gov.uk)
- By phone. Our telephone number is 01928-726433.

Please note that whilst we may be able to provide certain information on demand, it is advisable to make an appointment if more detailed or complex information is required.

Information will be provided in the language in which it is held or in such other language that is legally required. Where the council is legally required to translate any information, it will do so.

Obligations under disability and discrimination legislation and any other legislation to provide information in other forms and formats will be adhered to when providing information in accordance with this scheme.

### **Will a charge be made?**

Some information requested under this scheme is available free of charge – for example if it is available for download from the council's website. For other information a charge may be levied. Where levied, there will be a minimum charge of £1 which will include the copying of up to 5 A4 pages. There will be an additional charge of 25p for each additional page requested. There will be a cost for postage (based on the current cost of sending a large letter), where relevant.

If a charge is to be made, confirmation of the payment due will be given before the information is provided. Payment may be requested prior to provision of the information.

Charges may also be made for making datasets (or parts of datasets) that are relevant copyright works available for re-use. These charges will be in accordance with the terms of the Re-use of Public Sector Information Regulations 2015, where they apply, or with regulations made under section 11B of the Freedom of Information Act, or with other statutory powers of the public authority.

## **Who will maintain the scheme and where can I find more information?**

The publication scheme will be maintained on behalf of the council by the Parish Clerk/Responsible Finance Officer. Issues concerning the council's compliance with the Freedom of Information Act should be addressed, in the first instance, to the Parish Clerk/Responsible Finance Officer.

Information can be obtained from the Information Commissioner who is responsible for enforcing the operation of the publication scheme. The address is:

The Information Commissioner  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

## **Review**

The council will review the scheme annually.

## **PART 2 – CLASSES OF INFORMATION**

### **What we spend and how we spend it**

<b>Information</b>	<b>Available Format</b>	<b>Charge Applied</b>
Annual Governance and Accountability Return (AGAR) (limited to current year and 4 previous years)	Hard copy/electronic copy or website	Yes / No
Information on receipts and payments (available via council minutes)	Hard copy/electronic copy or website.	Yes / No
Bank statements (limited to current and previous financial year)	Hard copy/electronic copy. Viewing by appointment.	Yes
Precept request and budgets (limited to current and previous financial years)	Hard copy/electronic copy or website	Yes / No
VAT records & returns (limited to current and previous financial year)	Hard copy. Viewing by appointment.	Yes
Financial Regulations (including information on letting contracts)	Hard copy/electronic copy or website	Yes / No
Asset Register	Hard copy/electronic copy or website	Yes / No

Risk Assessment	Hard copy/electronic copy or website	Yes / No
Safety Inspection Records	Hard copy/electronic copy or website	Yes / No
Members' allowances and expenses	Hard copy. Viewing by appointment.	Yes
Business Plan 2023-2028	Hard copy/electronic copy or website	Yes/No

**SPECIFIC EXCLUSIONS:** All commercially sensitive information, e.g. quotations. This information is treated as confidential to ensure that the whole quotations process is fair i.e. if quotation information is released to a third party prior to the end of the quotation period, those who initially submitted quotations could be undercut and/or unfairly disadvantaged.

### What our priorities are and how are we doing?

Information	Available Format	Charge Applied
Annual Report to Annual Parish Meeting of the Parish Electorate	Hard copy/electronic copy or website	Yes / No
Neighbourhood Plan 2015 - 2030	Hard copy/electronic copy or website	Yes / No

### How we make decisions

Information	Available Format	Charge Applied
Timetable of council and committee meetings (limited to current municipal year)	Hard copy/electronic copy or website	Yes / No
Minutes of council and committee meetings (limited to current & previous year)	Hard copy/electronic copy or website	Yes / No
Standing Orders	Hard copy/electronic copy or website	Yes / No
Agendas and supporting papers (hard copies on request) to Council and Committee meetings (limited to current year)	Hard copy/electronic copy or website	Yes / No
Responses to planning applications (limited to current & previous year)	Hard copy/electronic copy or CW&C website	Yes / No
Responses to consultation papers (limited to current & previous year)	Hard copy / electronic copy	Yes / No

## Our policies and procedures

Information	Available Format	Charge Applied
Allotment Tenancy Agreement	Hard copy/electronic copy or website	Yes / No
Allotment Policy	Hard copy/electronic copy or website	Yes / No
Anti-Fraud and Corruption Policy	Hard copy/electronic copy or website	Yes / No
Appraisal Policy	Hard copy/electronic copy or website	Yes / No
Biodiversity Policy	Hard copy/electronic copy or website	Yes / No
Bring Your Own Device Policy	Hard copy/electronic copy or website	Yes / No
Burial Fees	Hard copy/electronic copy or website	Yes / No
CCTV Policy	Hard copy/electronic copy or website	Yes / No
Cemetery Regulations	Hard copy/electronic copy or website	Yes / No
Cemetery Risk Assessment	Hard copy/electronic copy or website	Yes / No
Co-Option of Councillors Policy	Hard copy/electronic copy or website	Yes / No
Code of Conduct	Hard copy/electronic copy or website	Yes / No
Community Grant Policy	Hard copy/electronic copy or website	Yes / No
Complaints Policy	Hard copy/electronic copy or website	Yes / No
Credit Management Policy	Hard copy/electronic copy or website	Yes / No
Data Breach Policy	Hard copy/electronic copy or website	Yes / No
Dignity at Work Policy	Hard copy/electronic copy or website	Yes / No
Disciplinary Policy	Hard copy/electronic copy or website	Yes / No
Equality and Diversity Policy	Hard copy/electronic copy or website	Yes / No
Fixed Asset Policy	Hard copy/electronic copy or website	Yes / No
Freedom of Information Policy	Hard copy/electronic copy or website	Yes / No
General Risk Assessment	Hard copy/electronic copy or	Yes / No

	website	
Grievance Policy	Hard copy/electronic copy or website	Yes / No
Health and Safety Policy	Hard copy/electronic copy or website	Yes / No
Internal Control Policy	Hard copy/electronic copy or website	Yes / No
Investments Policy	Hard copy/electronic copy or website	Yes / No
Job descriptions	Hard copy/electronic copy	Yes / No
Lone Working Policy and Risk Assessment	Hard copy/electronic copy or website	Yes / No
Officer and Member Protocol	Hard copy/electronic copy or website	Yes / No
Press and Media Policy	Hard copy/electronic copy or website	Yes / No
Privacy Notice	Hard copy/electronic copy or website	Yes / No
Publication Scheme	Hard copy/electronic copy or website	Yes / No
Reserves Policy	Hard copy/electronic copy or website	Yes / No
Retention and Disposal Policy	Hard copy/electronic copy or website	Yes / No
Sickness Absence Policy	Hard copy/electronic copy or website	Yes / No
Social Media Policy	Hard copy/electronic copy or website	Yes / No
Subject Access Request Policy	Hard copy/electronic copy or website	Yes / No
Vexatious Complaints Policy	Hard copy/electronic copy or website	Yes / No

**SPECIFIC EXCLUSIONS:** Personnel records, employee specific salary details, disciplinary records, sickness records and the like by virtue of being protected under the Data Protection Act 1998. Individual Tenancy and Lease Agreements and rent payment records under both privacy and data protection laws.

### List and Registers

Information	Available Format	Charge Applied
Councillor's Declaration of Acceptance of Office	Hard copy	Yes
Councillor's Register of Disclosable Interests	Hard copy / website	Yes / No

Councillors Committee Membership and Outside Body Representation	Hard copy / website	Yes / No
Councillors request for dispensations	Hard copy	Yes

**GENERAL EXCLUSIONS:** The classes of information will not generally include:

- Information, the disclosure of which is prevented by law or exempt under the Freedom of Information Act, or is otherwise properly considered to be protected from disclosure.
- Information in draft form.
- Information that is no longer readily available as it is contained in files that have been placed in archive storage or is difficult to access for similar reasons.



## DOCUMENT HISTORY

Version number	1.0
Responsible Committee	Policy and Procedures Committee
Approval by	Full Council
Date of approval/adoption	14th April 2025
Maximum review period	Every year
Date for next review	March 2026

### Change History

Last version to 1.0	Previous version number 3 was adopted by the Full Council on 11 <sup>th</sup> December 2023. Amendments recommended by the P&P Committee on 17 <sup>th</sup> March 2025 (PP10/25).
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