

**INFORMATION AVAILABLE FROM SENELEY GREEN PARISH COUNCIL
UNDER THE MODEL PUBLICATION SCHEME**

Information to be published	How the information can be obtained	Cost
<p>Class 1 – Who we are and what we do (organisational information, structures, locations and contacts)</p> <p><u>This will be current information only</u></p>	<p>Hard Copy – contact Parish Council Clerk</p> <p>b) Annual Report Hard Copy – All households in Seneley Green receive a free copy of the Annual Report delivered to their door. However, if additional copies are required contact Parish Council Clerk, (pending availability of spare copies).</p> <p>c) Electronic Copy – e-mail request to Parish Council Clerk at seneleygreenpc@gmail.com</p>	<p>£0.05p per sheet plus postage (if applicable)</p> <p>Free</p>
Who's who on the Council and its Committees	<p>a) Hard Copy – contact Parish Council Clerk</p> <p>b) Annual Report Hard Copy – All households in Seneley Green receive a free copy of the Annual Report delivered to their door. However, if additional copies are required contact Parish Council Clerk, (pending availability of spare copies).</p> <p>c) Electronic Copy – e-mail request to Parish Council Clerk at seneleygreenpc@gmail.com</p>	<p>£0.05p per sheet plus postage (if applicable)</p> <p>Free</p>
Contact details for Parish Council Clerk and Council Members (named contacts where possible with telephone number and e-mail address)	<p>a) Hard Copy – contact Parish Council Clerk</p> <p>b) Annual Report –Hard Copy (see above)</p> <p>c) Telephone Parish Council Clerk on 01744 892167</p> <p>d). Electronic Copy – e-mail request to Parish Council Clerk at seneleygreenpc@gmail.com</p>	<p>£0.05p per sheet plus postage (if applicable)</p> <p>Free</p> <p>Free</p>
Staffing Structure	<p>a).Annual Report</p> <p>b) Additional Hard Copy – Contact Parish Council</p>	<p>Free</p> <p>£0.05p per sheet</p>

	Clerk	plus postage (if applicable)
	c) Electronic Copy – e-mail request to Parish Council Clerk at seneleygreenpc@gmail.com	Free
Class 2 – What we spend and how we spend it (Financial Information relating to projected and actual income and expenditure, procurement, contracts and financial audit) <i>Current and previous financial year as a minimum</i>		
Annual Return form and report by Auditor	a) Hard Copy – Contact Parish Council Clerk b) Electronic Copy – e-mail request to Parish Council Clerk at seneleygreenpc@gmail.com	£0.05p per sheet plus postage (if applicable)
Finalised Budget	a) Annual Report (delivered to households)	Free
	b) Hard Copy of Statement of Accounts - Contact Parish Council Clerk	£0.05p per sheet plus postage (if applicable)
	c) Electronic Copy – e-mail request to Parish Council Clerk at seneleygreenpc@gmail.com	Free
Precept	Minutes of Precept Setting Hard Copy – contact Parish Council Clerk	£0.05p per sheet plus postage (if applicable)
	Minutes of Precept Setting Electronic Copy – contact Parish Council Clerk	Free
	Annual Report (delivered to households) for additional hard copy contact Parish Council Clerk	free
Financial Standing Orders and Regulations	Hard Copy – Contact Parish Council Clerk	£0.05p per sheet plus postage (if applicable)
Grants Given and Received	Hard Copy – Contact Parish Council Clerk	£0.05p per sheet plus postage (if applicable)
	Annual Report (delivered to all households)	Free
List of current contracts awarded and value of contract	Hard Copy – Contact Parish Council Clerk	£0.05p per sheet plus postage (if applicable)

Members Allowance & Expenses	Please note that Seneley Green Parish Council <u>do not</u> currently pay any Members Allowances or Expenses, other than the Chairman's Allowance. For hard Copy contact Parish Council Clerk Electronic Copy – e-mail request to Parish Council Clerk on at seneleygreenpc@gmail.com	
Class 3 – What our priorities are and how we are doing <i>(Strategies and plans, performance indicators, audits, inspections and reviews)</i>		
Parish Plan	Seneley Green does not have a current Parish Plan	
Annual Report to Parish Meeting (current and previous year as a minimum)	a). Hard Copy – All households in Seneley Green receive a free copy of the Annual Report delivered to their door. However, if additional copies are required contact Parish Council Clerk, (pending availability of spare copies). b) Electronic Copy – e-mail request to Parish Council Clerk at seneleygreenpc@gmail.com	£0.05p per sheet plus postage (if applicable) Free
Quality Status	Seneley Green Parish Council does not currently hold Quality Status	
Local Charters drawn up in accordance with DCLG guidelines	There are currently no charters in operation.	
Class 4 – How we make decisions <i>(Decision making processes and records of decisions)</i> <i>Current and previous council year as a minimum</i>		
Timetable of Meetings (Council, any committee/sub-committee meetings and parish meetings)	Noticeboards Annual Report Hard Copy – Contact Parish Council Clerk Electronic Copy – e-mail request to Parish Council Clerk at seneleygreenpc@gmail.com	Free Free £0.05p per sheet plus postage (if applicable) Free
Agendas of meetings (As above)	Annual Report Hard Copy – Contact Parish Council Clerk	Free £0.05p per sheet plus postage (if

	Electronic Copy – e-mail request to Parish Council Clerk at seneleygreenpc@gmail.com	applicable) Free
Minutes of Meetings (As above) – nb this will exclude information that is properly regarded as private to a meeting,	Annual Report Hard Copy – Contact Parish Council Clerk Electronic Copy – e-mail request to Parish Council Clerk at seneleygreenpc@gmail.com	Free £0.05p per sheet plus postage (if applicable) Free
Reports presented to council meetings – nb this will exclude information that is properly regarded as private to the meeting.	Hard Copy – Contact Parish Council Clerk Electronic Copy – e-mail request to Parish Council Clerk on seneleygreenpc@googlemail.com	£0.05p per sheet plus postage (if applicable) free
Responses to consultation papers	Hard Copy – Contact Parish Council Clerk Electronic Copy – e-mail request to Parish Council Clerk at seneleygreenpc@gmail.com	£0.05p per sheet plus postage (if applicable) free
Responses to planning applications	Minutes of relevant meeting: Hard Copy – Contact Parish Council Clerk Minutes of relevant meeting: electronic Copy – email request to Parish Council Clerk at seneleygreenpc@gmail.com Parish Council responses to specific applications are also available for inspection on http://www.sthelens.gov.uk/what-we-do/planning-and-building-control/makeview-an-application/	£0.05p per sheet plus postage (if applicable) free
Bye-Laws	Seneley Green Parish Council do not currently have any bye-laws.	
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only		
Policies and procedures for the conduct of council	Hard Copy – Contact Parish Council Clerk	£0.05p per sheet

business: Standing Orders Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy Statements:	Electronic Copy – e-mail request to Parish Council Clerk at seneleygreenpc@gmail.com	plus postage (if applicable) free
Internal Policies relating to the delivery of services Equality & Diversity policy Health & 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) Information Security Policy Records Management Policies (records retention, destruction and archive) Data Protection Policies	Hard Copy – Contact Parish Council Clerk Electronic Copy – e-mail request to Parish Council Clerk at seneleygreenpc@gmail.com	£0.05p per sheet plus postage (if applicable) free
Class 6 – Lists and Registers		
<i>Currently maintained lists and registers only</i> Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice).		
Assets Register	Copy of the principal authority’s electoral register is held Hard Copy – Contact Parish Council Clerk Electronic Copy – e-mail request to Parish Council Clerk at seneleygreenpc@gmail.com	Visual Inspection free. £0.05p per sheet plus postage (if applicable) free
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.	Not held by Seneley Green Parish Council.	
Register of Members’ Interests	Hard Copy – Contact Parish Council Clerk Electronic Copy – e-mail request to Parish Council Clerk at seneleygreenpc@gmail.com	£0.05p per sheet plus postage (if applicable) free
Register of Gifts and Hospitality	Hard Copy – Contact Parish Council Clerk	£0.05p per sheet plus postage (if applicable)

	Electronic Copy – e-mail request to Parish Council Clerk at seneleygreenpc@gmail.com	free
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		
Allotments	Seneley Green Parish Council do not currently have any allotments	
Burial Grounds and closed churchyards	Seneley Green Parish Council do not currently have any burial grounds and closed churchyards	
Community Centres and Village Halls	Hard Copy – Contact Parish Council Clerk Electronic Copy – e-mail request to Parish Council Clerk at seneleygreenpc@gmail.com	£0.05p per sheet plus postage (if applicable) free
Parks, playing fields and recreational facilities	Hard Copy – Contact Parish Council Clerk Electronic Copy – e-mail request to Parish Council Clerk at seneleygreenpc@gmail.com	£0.05p per sheet plus postage (if applicable) free
Seating, litter bins, clocks, memorials and lighting	Seneley Green Parish Council do not have responsibility for any such items in Seneley Green	
Bus shelters	Seneley Green Parish Council do not have responsibility for any bus shelters in Seneley Green	
Markets	Seneley Green Parish Council do not have responsibility for any markets in Seneley Green	
Public Conveniences	Seneley Green Parish Council do not have responsibility for any public conveniences in Seneley Green	
Agency agreements	Not applicable to Seneley Green 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 Seneley Green Parish Council	
Additional Information <i>This section will provide the opportunity to publish information that is not itemised in the lists above.</i>		

Contact Details

Clerk to Seneley Green Parish Council, 75 Windsor Road, Billinge, Wigan WN5 7LD.

Tel: 07561477596

or e-mail seneleygreenpc@gmail.com

SCHEDULE OF CHARGES

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying at £0.05p per sheet plus postage (if applicable) (black and white)	*Actual cost
	Colour copying not available.	
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee	None applicable	
Other	None applicable	

- the actual cost incurred by the public authority

[Reviewed at the Annual Meeting of the Parish Council held on 18th May 2023 and signed by Cllr S Murphy, Chairman](#)