

Clayton-le-Woods Parish Council

Email: clerk@claytonlewoodsparishcouncil.org.uk

Website: www.claytonlewoodsparishcouncil.org.uk



Freedom of Information

The Freedom of Information Act 2000 extends the right to allow public access to all types of information held by public authorities. The Act will not make available private and confidential information covered by the Data Protection Act 1998.

All Local Authorities must adopt and maintain the Model Publication Scheme, which has been prepared and approved by the Information Commissioner. This Model Publication Scheme commits an authority to make information available to the public as part of its normal business activities.

Freedom of Information requests should be made to the Clerk to the Council:

email: clerk@claytonlewoodsparishcouncil.org.uk

post: Office 16, Reception Block, Chorley Business and Technology Centre, East Terrace, Euxton, Chorley PR7 6TE

Tel: 01257 264854

Important notes on placing a request for information:

- The application must be in writing / sent via e-mail.
- Must provide an address for correspondence.
- Contain sufficient and concise information to allow us to conduct a search.
- The Council has up to 20 working days to respond fully to the request, subject to clarification or exemption.
- A charge may be requested for providing certain information, applicants shall be notified in writing in advance giving the reasons for the charge.

We hope that the Clerk to the Council will be able to help you and give you the information you need in a timely manner. Should you find that the information you receive is not what you want, the first point of contact should again be the Clerk to the Council.

If the requested information is unavailable, you will be provided with the reasons for this. However, if you consider that the Council has not dealt with your request in a fair manner and the matter cannot be resolved informally, you can use the Council's Complaints Procedure.

If the above procedures have been followed and have failed to provide the information or a satisfactory reason for not providing what you want, then you may contact

Information Commissioner
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

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INFORMATION AVAILABLE FROM CLAYTON-LE-WOODS PARISH COUNCIL

UNDER THE MODEL PUBLICATION SCHEME

INFORMATION TO BE PUBLISHED	HOW THE INFORMATION CAN BE OBTAINED	COST
Class 1 – Who we are and what we do (organisational information, locations and contacts)		
Who's who on the Council and its Committees	Noticeboards, Newsletter, Website, Email Hard Copy contact the Clerk	Free 10p per page
Contact details for Chairman, Councillors and Clerk to the Council	Noticeboards, Newsletter, Website, Email Hard Copy contact the Clerk	Free 10p per page
Location of office and accessibility details	Noticeboards, Newsletter, Website, Email Hard Copy contact the Clerk	Free 10p per page
Staffing Structure	Email/Hard Copy Contact the Clerk	Free/10p per sheet
Class 2 – What we spend and how we spend it (financial information relating to projected and actual income and expenditure and financial audit)		

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Annual return form and report by Auditor	a) Website b) Noticeboards c) Email	Free Free Free
Finalised Budget	a) Minutes on website b) Website	Free 10p per page
Precept	a) Minutes	10p per page
Standing Orders	a) Library	10p per page
Grants Given and Received	a) Minutes/Library	10p per page
Members Allowances and Expenses	a) Minutes/Library	10p per page
Class 3 – What our priorities are and how we are doing (audit, inspections and reviews)		
Annual Report to Parish (Current and previous year as minimum)	a) Minutes/Library	10p per page

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Class 4 – How we make decisions		
Decisions and Resolutions	Minutes/Library	10p per page
Time table of meetings	Noticeboards, Newsletter, Website, Email	Free
	Hard Copy contact the Clerk	10p per page
Agendas	Minutes/Library	10p per page
Minutes	Minutes/Library	10p per page
Reports	Minutes/Library	10p per page
Responses to consultation papers	Minutes/Library	10p per page
Responses to planning applications	Minutes/Library	10p per page
Byelaws	Hard copy – contact Clerk	10p per page
Class 5 – Our policies and procedures		
Standing Orders, Conduct of Council business, Code of Conduct	a) Library	10p per page

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Class 6 – Lists and Registers		
Assets Register	a) Library	10p per page
Class 7 – The Services we offer		
None		
Additional Information		
None		

Contact Details

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TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 10p per sheet (black & white)	Actual cost General Library Charge
	Photocopying per sheet (colour)	Not available
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		
Other		