



## Trawden Forest Parish Council Publication Scheme

Prepared by Adele Waddington - Parish Clerk and RFO  
 Adopted by all Councillors at a meeting on : June 2024  
 Reviewed and re-adopted: June 2026  
 Further Review: June 2028

Information to be published	How the information can be obtained	Cost
<b>Class 1 - Who we are and what we do</b> Organisational information, structures, locations and contacts This will be current information only	Website	Free
Who's who on the Council and it's committees	Website	Free
Contact details for the Parish Clerk and Council members	Website	Free
Location of main Council office and accessibility details	Website	Free
Staffing Structure	Website	Free
<b>Class 2 - What we spend and how we spend it</b> Financial information relation to projected and actual income and expenditure, procurement, contracts and financial audit		
Current and previous financial year as a minimum	Website	Free
Annual return form and report by auditor	Website	Free
Finalised Budget	Website	Free
Precept	Website	Free
Borrowing approval letter	N/A	N/A
Financial Standing Orders and Regulations	Website	Free
Grants given and received	Website	Free

<b>Class 3 - What are our priorities and how we are doing</b>		
Strategies and plans, performance indicators, audits, inspections and reviews		
Current and previous financial year as a minimum		
Annual report to Parish Meetings (current and previous year as a minimum)	Website	Free
Quality Status	N/A	Free
Local Charters drawn up in accordance with DCLG guidelines	N/A	Free
<b>Class 4 - How we make decisions</b>		
Decision making processes and records of decisions		
Current and previous financial year as a minimum	Website	Free
Timetable of meetings	Website	Free
Agendas of meetings	Website	Free
Minutes of meetings - this will exclude any information that is properly regarded as private to the meeting	Website	Free
Reports presented to Council meetings - this will exclude any information that is properly regarded as private to the meeting	Website	Free
Responses to consultation papers	Website	Free
Responses to planning applications	Website within minutes	Free
Bye-laws	Website	Free
<b>Class 5 - Our policies and procedures</b>		
Current written protocols, policies and procedures for delivering our services and responsibilities		
Current information only		
Policies and procedures for the conduct of Council business, provision of services and the employment of staff:		
Standing Orders	Website	Free
Code of Conduct	Website	Free
Financial Regulations	Website	Free
Equality & Diversity	Website	Free
Social Media	Website	Free
GDPR	Website	Free
CCTV	Website	Free
Grants	Website	Free
Complaints	Website	Free
Disciplinary Procedures	Website	Free
Grievance Procedure	Website	Free
Gritting Policy	Website	Free
Safeguarding	Website	Free

Training and Development	Website	Free
Vexatious Complaints	Website	Free
Volunteer Policy	Website	Free
Health & Safety	Website	Free
<b>Class 6 - Lists and Registers</b>		
Currently maintained lists and registers only		
Any publicly available register or list (if any)	N/A	
Asset register	Website	Free
Disclosure Log	N/A	
Register of Members Interests	Website	Free
Register of gifts & hospitality	On request from the Parish Office	Free
<b>Class 7 - The services we offer</b>		
Information about the services we offer		
Allotments	Website	Free
Roadside Seating	Website	Free
Bus Shelters	Website	Free
CCTV	Website	Free
Playgrounds	Website	Free
Parking Areas	Website	Free
Garages	Website	Free
Land owned by the Council	Website	Free
<b>Class 8 - Additional information</b>		
This will provide Councils with the opportunity to publish any further items not included above		
Trawden Forest Community Centre	Website	Free

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Items to be printed and posted will incur a cost 10p per sheet and the current Royal Mail Second Class Postage cost

Contact details:	Adele Smith, Parish Clerk and Responsible Financial Officer Email: clerk@trawdenparishcouncil.org.uk Tel : 07496 041676
Office Hours:	The core office hours are Monday - Thursday 10am - 1.00pm.
Office address:	Trawden Forest Parish Council C/O Trawden Forest Community Library and Shop Church Street Trawden Forest Parish Council Colne Lancs BB8 8RU

Note: The Parish Council does not have to provide information requested, if the request is vexatious, nor provide repeated information where the information has previously been provided, if it the same request or substantially similar. (FOIA 200 Part 1 section 14)