

Information available from Goldshaw Booth Parish Council 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
<p>Class 1 - Who we are and what we do</p> <p>Who's who on the Council</p>	<p>Noticeboard, Newsletter, Website</p> <p>Hard copy – contact the Clerk</p>	<p>Free</p> <p>10p per sheet</p>
<p>Contact details for Parish Clerk and Council members (named contacts where possible with contact details)</p>	<p>Noticeboard, Website</p> <p>Hard copy - contact the Clerk</p>	<p>Free</p> <p>10p per sheet</p>
<p>Staffing structure</p>	<p>Website</p> <p>Hard copy - contact the Clerk</p>	<p>Free</p> <p>10p per sheet</p>
<p>Class 2 – What we spend and how we spend it</p>		

Annual return form and report by auditor	Noticeboard (at the time) Website Hard copy – contact the Clerk	Free 10p per sheet
Finalised budget	Website-In minutes of Council meeting Hard copy – contact the Clerk	Free 10p per sheet
Precept	Website-In minutes of Council meeting Hard copy – contact the Clerk	Free 10p per sheet
Borrowing Approval letter	Not applicable	
Financial Regulations	Website Hard copy – contact the Clerk	Free 10p per sheet
Grants given and received	Minutes on website when approved	Free
List of current contracts awarded and value of contract	Hard copy – contact the Clerk	10p per sheet
Members' allowances and expenses	Not applicable	
Class 3 – What our priorities are and how we are doing		
Parish Plan	Not applicable	
Annual Report to Parish or Community Meeting	Website and Minutes (at the time)	Free

Local charters drawn up in accordance with DLUHC's guidelines	Not applicable	
Class 4 – How we make decisions		
Timetable of meetings	Noticeboard, website, minutes	Free
	Hard copy – contact the Clerk	10p per sheet
Agendas of Council meetings	Noticeboard (at the time) Website	Free
	Hard copy – contact the Clerk	10p per sheet
Minutes of meetings – NB This will exclude information that is properly regarded as private to the meeting	Website	Free
	Hard copy – contact the Clerk	10p per sheet
Reports presented to council meetings – NB This will exclude information that is properly regarded as private to the meeting	Website with agenda	Free
	Paper agenda at meetings for the public Hard copy – contact the Clerk	10p per sheet
Responses to consultation papers	Minutes of meeting on website.	Free
	Hard copy – contact the Clerk	10p per sheet
Responses to planning applications	Minutes of meeting on website.	Free
	Hard copy – contact the Clerk	10p per sheet
Bye-laws	Hard copy - contact the Clerk (if any)	10p per sheet

Class 5 – Our policies and procedures		
<p>Policy statements – Any policies and procedures for the provision of services and about the employment of staff, or Internal policies relating to the delivery of services (if applicable) E.g.</p> <ul style="list-style-type: none"> • 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) • Any other policies and procedures for the conduct of council business (if any): • Standing orders • Committee terms of reference • Delegated authorities • Code of Conduct 	<p>Website – selected policies</p> <p>Hard copy – contact the Clerk</p>	<p>Free</p> <p>10p per sheet</p>
Schedule of charges (for the publication of the	Website	Free

document)	In this document Hard copy – Contact the Clerk	10p per sheet
Class 6 – Lists and Registers		
Any publicly available register or list (in most circumstances existing access provisions will suffice)	Hard copy – Contact the Clerk	10p per sheet
Assets register, including details of public land and building assets	Agenda/Minutes on website Hard copy – Contact the Clerk	Free 10p per sheet
Register of members' interests	Pendle Borough Council Website Hard copy – Contact the Clerk	Free 10p per sheet
Register of gifts and hospitality	Hard copy – Contact the Clerk	10p per sheet
Class 7 – The services we offer		
None		
Additional Information		
None		

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)	Actual cost 0.089p (including vat plus time)
	Photocopying (colour)	Not available
	Postage	Actual cost of Royal Mail standard 2 nd class – at the time
Statutory Fee		In accordance with the relevant legislation
Other		

Approved 12th May 2025

Review: May 2027