

# Garstang Town Council

## Publication Scheme Policy Statement

**Date of Review: Annually in February**

<b>Version Number</b>	<b>Purpose/Change</b>	<b>Author</b>	<b>Date</b>
V1.0	Approved by Full Council	E. Parry, Town Clerk	2008
V1.1	Reviewed Version 000 (2016-17 Approved by Full Council	E. Parry, Town Clerk	15/02/2016
V1.2	Annual review - no modifications	E. Parry, Town Clerk	20/02/2017
V1.3	Annual review - no modifications	E. Parry, Town Clerk	19/02/2018
V1.4	Annual review – suggest comments at Class 3 and update to data protection – decision deferred	E. Parry, Town Clerk	18/02/2019
V1.5	Class 3 addition of projects	E. Parry, Town Clerk	18/03/2019
V1.6	Updated project list	E. Parry, Town Clerk	17/02/2020
V1.7	Major formatting amendments to meet Accessibility Criteria (WCAG 2.1 AA). Alteration of Council website address and Council email address.	E. Parry, Town Clerk	07/12/2020
V1.8	Updated project list	E. Parry, Town Clerk	15/02/2021
V2.0	Minute 246(2020-21) f) V1.8 approved, released as V2.0	E Parry, Town Clerk	15/02/2021
V2.0	Reviewed & amended for Council approval 19/02/2024	E Parry, Town Clerk	29/01/2024
V2.0	Reviewed & amended for Council approval 17/02/2025	E Parry, Town Clerk	12/02/2025

## 1) **Introduction**

The purpose of the scheme, published with reference to the Information Commissioner's Office Model Publication scheme 2008, is to identify information which is available to publish as part of Garstang Town Council's ("the Council") normal business activities. The scheme commits the Council to:

- a) Proactively publishing or otherwise making available as a matter of routine, information, including environmental information, which is held by the Council and falls within the classifications detailed in Section 2
- b) Specifying information which is held by the Council and falls within the classifications detailed in Section 2
- c) Proactively publishing or otherwise making available as a matter of routine, information in line with the statements contained within this scheme
- d) Producing and publishing 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
- e) Reviewing and updating on a regular basis the information made available under this scheme
- f) Producing a schedule of any fees charged for access to information which is made proactively available
- g) Making this publication scheme available to the public

## 2) **Classes of Information**

- a) Who we are and what we do
- b) What we spend and how we spend it
- c) What our priorities are and how we are doing
- d) How we make decisions
- e) Our policies and procedures
- f) Lists and registers

### 3) **Methods of Publication**

The publication scheme details what information is covered under the scheme. Wherever possible the Council will publish the information on its website [www.garstangtowncouncil.gov.uk](http://www.garstangtowncouncil.gov.uk). When publishing information in this way is impracticable, or when an individual does not wish to access the information via this method, the Council will advise how the information can be obtained by alternative means and provide it by those means.

### 4) **Charges**

Any charges which may be imposed for routinely published material will be justified. The current schedule of charges can be found at the end of the document.

### 5) **Information Available from Garstang Town Council Under the Model Publication Scheme**

#### a) **Class 1 - Who we are and what we do**

(Organisational information, structures, locations and contacts) (current information only)

<u>Information to be published</u>	<u>How the information can be obtained</u>	<u>Cost</u>
Who's who on the Council and its Committees	Web-site <a href="http://www.garstangtowncouncil.gov.uk">www.garstangtowncouncil.gov.uk</a> Copies available on request	
Contact details for the Town Clerk and Council members (named contacts with email address)	Web-site <a href="http://www.garstangtowncouncil.gov.uk">www.garstangtowncouncil.gov.uk</a> Copies available on request	
Location of main Council office and accessibility details: The Town Council do not have an office which is accessible to members of the public. The correspondence address for the Town Council is Garstang Town Council, Garstang Scout and Guide Headquarters Kepple Lane Garstang	Web-site <a href="http://www.garstangtowncouncil.gov.uk">www.garstangtowncouncil.gov.uk</a> Copies available on request	

<u>Information to be published</u>	<u>How the information can be obtained</u>	<u>Cost</u>
PR3 1PB		
Staffing Structure	The Council has 2 part time employees, a Clerk and Lengthsman Web-site <a href="http://www.garstangtowncouncil.gov.uk">www.garstangtowncouncil.gov.uk</a> Copies available on request	

**b) Class 2 - What we spend and how we spend it**

(Financial information relating to projected and actual income and expenditure and financial audit)  
Current and previous financial year as a minimum

<u>Information to be published</u>	<u>How the information can be obtained</u>	<u>Cost</u>
Annual Return and report by auditor	Web-site <a href="http://www.garstangtowncouncil.gov.uk">www.garstangtowncouncil.gov.uk</a> Copies available on request	
Finalised budget	Web-site <a href="http://www.garstangtowncouncil.gov.uk">www.garstangtowncouncil.gov.uk</a> Copies available on request	
Precept	Web-site <a href="http://www.garstangtowncouncil.gov.uk">www.garstangtowncouncil.gov.uk</a> Copies available on request	
Financial Standing Orders and Regulations	Web-site <a href="http://www.garstangtowncouncil.gov.uk">www.garstangtowncouncil.gov.uk</a> Copies available on request	
Grants policy	Web-site <a href="http://www.garstangtowncouncil.gov.uk">www.garstangtowncouncil.gov.uk</a> Copies available on request	
List of current contracts awarded and value of contract	Hard copy – details available on request.	
Member's allowances and expenses	No ordinary members allowance is paid; the Mayor receives an annual allowance. Details available on request.	

c) **Class 3 - What our priorities are and how we are doing**

(Strategies and plans, performance indicators, audits, inspections and reviews)

<u>Information to be published</u>	<u>How the information can be obtained</u>	<u>Cost</u>
Annual Report to Town Meeting (Current and previous year as a minimum)	Web-site <a href="http://www.garstangtowncouncil.gov.uk">www.garstangtowncouncil.gov.uk</a> Copies available on request	
<b>Town Council Projects</b> Allotments Christmas Lights Conservation Area Signage Town Council Awards Remembrance Sunday Local Council Award Scheme Community Hall Greater Garstang Partnership Board North West Stages	See Action Plan for progress	

d) **Class 4 - How we make decisions**

(Decision making processes and records of decisions)  
Current and previous council year as a minimum

<u>Information to be published</u>	<u>How the information can be obtained</u>	<u>Cost</u>
Timetable of meetings of Town Council meetings, any committee meetings and Town meeting	Web-site <a href="http://www.garstangtowncouncil.gov.uk">www.garstangtowncouncil.gov.uk</a> Copies available on request	
Agendas of meetings (as above)	Web-site <a href="http://www.garstangtowncouncil.gov.uk">www.garstangtowncouncil.gov.uk</a> and library Copies available on request	

<u>Information to be published</u>	<u>How the information can be obtained</u>	<u>Cost</u>
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Draft produced within one month of the meeting and available from web-site <a href="http://www.garstangtowncouncil.gov.uk">www.garstangtowncouncil.gov.uk</a> Copies available on request	
Reports presented to council meetings – nb this will exclude information that is properly regarded as private to the meeting.	Web-site <a href="http://www.garstangtowncouncil.gov.uk">www.garstangtowncouncil.gov.uk</a> Copies available on request	
Responses to consultation papers	Included in minutes (see above)	
Responses to planning applications	Detailed on Planning Committee minutes. Draft produced within one month of the meeting and available from web-site <a href="http://www.garstangtowncouncil.gov.uk">www.garstangtowncouncil.gov.uk</a> Copies available on request	
Bye-laws	Currently Garstang Town Council does not have any byelaws.	

e) **Class 5 - Our policies and procedures**

(Current written protocols, policies and procedures for delivering our services and responsibilities)  
Current information only

<u>Information to be published</u>	<u>How the information can be obtained</u>	<u>Cost</u>
Policies and procedures for the conduct of council business: Procedural standing orders and financial regulations Committee terms of reference. Code of Conduct Policy statements	Web-site <a href="http://www.garstangtowncouncil.gov.uk">www.garstangtowncouncil.gov.uk</a> Copies available on request	
Policies and procedures for the provision of services and about the employment of staff:	Complaints procedure is available on the Web-site <a href="http://www.garstangtowncouncil.gov.uk">www.garstangtowncouncil.gov.uk</a>	

<u>Information to be published</u>	<u>How the information can be obtained</u>	<u>Cost</u>
Internal policies relating to the delivery of services (if applicable) Equality and diversity policy Health and safety policy Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme)	Copies available on request	
Data protection policies	Web-site <a href="http://www.garstangtowncouncil.gov.uk">www.garstangtowncouncil.gov.uk</a> Copies available on request	
Schedule of Charges (for publication of information)	See last page of this document	

**f) Class 6 - Lists and Registers**

Currently maintained lists and registers only  
(Hard copy, website or arrangements to view)

<u>Information to be published</u>	<u>How the information can be obtained</u>	<u>Cost</u>
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	Copy of district authority's electoral register for the town is held – visual inspection only	
Assets Register	Web-site <a href="http://www.garstangtowncouncil.gov.uk">www.garstangtowncouncil.gov.uk</a> Copies available on request	
Disclosure log (indicating the information that has been provided in response to requests)	Not currently available	
Register of members' interests	Web-site <a href="http://www.garstangtowncouncil.gov.uk">www.garstangtowncouncil.gov.uk</a> Copies available on request	
Register of gifts and hospitality	Available on request	

**g) 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

<u>Information to be published</u>	<u>How the information can be obtained</u>	<u>Cost</u>
Allotments	There is currently 1 site owned/maintained by the town council at Hereford Avenue.	
Burial grounds and closed churchyards	Garstang Town Council does not currently have any burial grounds and closed churchyards	
Community centres and village halls	Garstang Town Council does not have any buildings.	
Playing fields and recreational facilities	Garstang Town Council owns 2 playing fields at Kepple Lane and Moss Lane. Further details can be obtained from the Clerk	
Seating, litter bins, clocks, memorials and lighting	Garstang Town Council own the War Memorial and Pat Seed Memorial Gardens at the junction of Park Hill Road and Croston Road.	
Bus shelters	Garstang Town Council does not have responsibility for any bus shelters in the Parish.	
Markets	Garstang Town Council does not have responsibility for any markets in the Parish. The Thursday market is operated by the Town Trust.	
Public conveniences	Garstang Town Council does not have responsibility for any public conveniences in the Parish.	
Agency agreements	Not applicable to Garstang Town Council.	

**h) Additional Information**

This will provide Parish Meetings with the opportunity to publish information that is not itemised in the lists above.



<u>Information to be published</u>	<u>How the information can be obtained</u>	<u>Cost</u>

**6) Contact Details**

Mrs Edwina Parry, Town Clerk and Responsible Finance Officer,  
 Garstang Town Council  
 Garstang Scout and Guide Headquarters  
 Kepple Lane  
 Garstang  
 PR3 1PB  
 Telephone: 07592 792 801  
 Email: [clerk@garstangtowncouncil.gov.uk](mailto:clerk@garstangtowncouncil.gov.uk)

**7) Schedule of Charges**

This describes how the charges have been arrived at and should be published as part of the guide.

<b>Type of Charge</b>	<b>Description</b>	<b>Basis of Charge</b>
Disbursement cost	Photocopying @ 10p per sheet (black & white)	Actual cost *
Disbursement cost	Photocopying @ 20p per sheet (colour)	Actual cost *
Disbursement cost	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
Statutory Fee	None applicable	
Other	None applicable	

\* the actual cost incurred by the Council.