

Trawden Forest Parish Council Publication Scheme

Prepared by Adele Waddington - Parish Clerk and RFO Adopted by all Councillors at a meeting on : 1st March 2021

Reviewed and re-adopted: April 2022

Further Review June 2024

Information to be published	How the information can be obtained	Cost
Class 1 - Who we are and what we do	Website	Free
Organisational information, structures, locations and contacts		
This will be current information only		
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
Class 2 - What we spend and how we spend it		
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

Strategies and plans, performance indicators, audits, inspections and reviews Lucrent and previous financial year as a minimum Lucrent will previous financial year as a minimum Lucrent year and previous financial year as a minimum Lucrent will previous financial year as a minimum Lucrent will previous financial year as a minimum Lucrent will previous financial year as a minimum Lucrent year and previous year as a minimum Lucrent year and year as a minimum Luc			
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Prec	Current and previous financial year as a minimum		
Accal Charters drawn up in accordance with DCLG guidelines Class 4 - How we make decisions Pree	Annual report to Parish Meetings (current and previous year as a minimum)	Website	Free
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Grievance Procedure Website Free Gritting Policy Website Free	Disciplinary Procedures		Free
	Grievance Procedure	Website	Free
	Gritting Policy	Website	Free
	Safeguarding		Free

Training and Development	Website	Free
Vexatious Complaints	Website	Free
Volunteer Policy	Website	Free
Health & Safety	Website	Free
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Class 6 - Lists and Registers		
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
Class 7 - The services we offer		
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
Class 8 - Additional information		
This will provide Councils with the opportunity to publish any further items not inclu	ded above	
Trawden Forest Community Centre	Website	Free

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 Waddington, Parish Clerk and Responsible Financial Officer
	Email: a.waddington@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)