

## Freedom of Information Act 2000

### Guide to Information provided by Parish/Community Councils under the model publication scheme

This template guide is written for the use of Parish and Community Councils.

It gives examples of the kind of information the Information Commissioner's Office (ICO) would expect you to provide in order to meet your commitment under the model publication scheme, introduced through the Freedom of Information Act 2000 (FOIA). In 2008, the ICO introduced a generic model publication scheme, for adoption by all public authorities that are subject to FOIA.

The model publication scheme commits you to 'produce and publish the method by which the specific information will be available so that it can be easily identified and accessed by members of the public'.

The [model publication scheme](#) is available on the ICO website. Further details are available in ICO guidance: [Using the definition documents](#).

You must adopt the model scheme in full, unedited and promoted alongside the guide to information. You do not need to tell the ICO that you have adopted the scheme; we will assume they have done so unless we hear otherwise.

You are in breach of FOIA if you have not adopted the model scheme or are not publishing in accordance with it.

#### **Model Publication Scheme**

The table below identifies the specific information the ICO expects you to publish under each of the seven classes of information set out in the [model publication scheme](#).

# Information available from HALSALL PARISH COUNCIL under the Freedom of Information Act model publication scheme

Information to be published	How the information can be obtained	Cost
<p><b>Class 1 - Who we are and what we do</b></p> <p>(Organisational information, structures, locations and contacts)</p> <p>Current information only</p>	<p>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.</p> <p>Most information is available via the Council website <a href="http://www.halsallparish.gov.uk">www.halsallparish.gov.uk</a>.</p> <p>Any additional electronic documents provided free of charge, by email.</p> <p>Any requests for hardcopies of documents charged at photocopying and postal rates. (see below)</p>	
<p>List of Council members and their responsibilities as well a list of Council Committees</p> <p>Details of any representation on local public bodies</p>	<p><a href="http://halsallparish.org.uk/parish-council-members/">halsallparish.org.uk/parish-council-members/</a></p> <p>None</p>	
<p>Postal and email address</p> <p>Contact details for Parish Clerk and Council members</p> <p>Where possible, provide named contacts including contact phone numbers and email addresses</p>	<p>Halsall Parish Council St Aidan's Hall Renacles Lane, L39 8SF</p> <p><a href="mailto:Clerk@halsallparish.gov.uk">Clerk@halsallparish.gov.uk</a> 07935657880</p> <p><a href="http://halsallparish.org.uk/parish-council-members/">halsallparish.org.uk/parish-council-members/</a></p>	

Location of main Council office and accessibility details	No office premises. Correspondence to St Aidan's Hall, Renacres Lane, L39 8SF.  Visits by appointment to be arranged at St Aidan's Village Hall, Renacres Lane, L39 8SF. Disabled car parking space. Disabled ramp & toilet, single storey building.
Staffing structure	Parish Clerk Assistant Parish Clerk Cleaner

<b>Class 2 – What we spend and how we spend it</b>  (Financial information about projected and actual income and expenditure, procurement, contracts and financial audit)  Current and previous financial year as a minimum		
Statement of accounts and internal audit report in the format included in the Annual Return form		<a href="https://www.halsallparish.gov.uk/uploads/otherdocuments/files/Halsall%20Signed%20Section%201%20and%202.pdf">https://www.halsallparish.gov.uk/uploads/otherdocuments/files/Halsall%20Signed%20Section%201%20and%202.pdf</a>
Finalised budget		<a href="https://www.halsallparish.gov.uk/uploads/otherdocuments/files/2025-2026%20Proposed%20Budget%20January%20Meeting%20Revision.pdf">https://www.halsallparish.gov.uk/uploads/otherdocuments/files/2025-2026%20Proposed%20Budget%20January%20Meeting%20Revision.pdf</a>
Precept		<a href="https://www.halsallparish.gov.uk/uploads/otherdocuments/files/2025%2001%20Jan%20WLBC%20Precept%20Request.pdf">www.halsallparish.gov.uk/uploads/otherdocuments/files/2025%2001%20Jan%20WLBC%20Precept%20Request.pdf</a>
Borrowing Approval letter		No Borrowing
All items of expenditure above £100		<a href="https://www.halsallparish.gov.uk/uploads/otherdocuments/files/Expenditure%20over%20£100.pdf">www.halsallparish.gov.uk/uploads/otherdocuments/files/Expenditure%20over%20£100.pdf</a>
Financial Standing Orders  and Financial Regulations		<a href="https://www.halsallparish.gov.uk/uploads/otherdocuments/files/5.0%20Model%20Standing%20Orders%20-%20Version%20(Feb%202025).pdf">https://www.halsallparish.gov.uk/uploads/otherdocuments/files/5.0%20Model%20Standing%20Orders%20-%20Version%20(Feb%202025).pdf</a>  <a href="https://www.halsallparish.gov.uk/uploads/otherdocuments/files/2025%20June%20Model-financial-regulations-England.pdf">https://www.halsallparish.gov.uk/uploads/otherdocuments/files/2025%20June%20Model-financial-regulations-England.pdf</a>
Grants given and received		<a href="https://www.halsallparish.gov.uk/uploads/otherdocuments/files/2025%2005%20June%20Latest%20S137%20Report.pdf">www.halsallparish.gov.uk/uploads/otherdocuments/files/2025%2005%20June%20Latest%20S137%20Report.pdf</a>
List of current contracts awarded and value of contract		No contracts awarded
Members' allowances and expenses		Chair's allowance was £200 in 2024/5. Reduced to £100 in 2025/26. No other allowances paid.  Any expenses over £100 would be on the £100 transaction list.

<https://www.halsallparish.gov.uk/uploads/otherdocuments/files/Expenditure%20over%20£100.pdf>

<b>Class 3 – What our priorities are and how we are doing</b>  (Strategies and plans, performance indicators, audits, inspections and reviews)  Current and previous year as a minimum		
Annual governance statement in format included in the Annual Return form		<a href="http://www.halsallparish.gov.uk/uploads/otherdocuments/files/Halsall%20Signed%20Section%201%20and%202.pdf">www.halsallparish.gov.uk/uploads/otherdocuments/files/Halsall%20Signed%20Section%201%20and%202.pdf</a>
Parish Plan		<a href="https://www.halsallparish.gov.uk/uploads/otherdocuments/files/2006-Halsall-Parish-Plan-2006-compressed.pdf">https://www.halsallparish.gov.uk/uploads/otherdocuments/files/2006-Halsall-Parish-Plan-2006-compressed.pdf</a> (Outdated)
Annual Report to Parish or Community Meeting		<a href="https://www.halsallparish.gov.uk/uploads/otherdocuments/files/Halsall%20Parish%20Council%20annual%20parish%20report%202025.pdf">https://www.halsallparish.gov.uk/uploads/otherdocuments/files/Halsall%20Parish%20Council%20annual%20parish%20report%202025.pdf</a>
Quality status		Not held
Local charters drawn up in accordance with DLUHC's guidelines		Not held
Data Protection impact assessments (in full or summary format) or any other impact assessment (eg Health & Safety Impact Assessment, Equality Impact Assessments etc), as appropriate and relevant		Not held

<b>Class 4 – How we make decisions</b>		
(Decision making processes and records of decisions)		
Current and previous council year as a minimum		
Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)		<a href="http://halsallparish.org.uk/council-meetings/">halsallparish.org.uk/council-meetings/</a>
Agendas of meetings (as above)		<a href="http://halsallparish.org.uk/information/agendas/">halsallparish.org.uk/information/agendas/</a>
Minutes of meetings (as above) – exclude material that is properly considered to be exempt from disclosure		<a href="http://halsallparish.org.uk/information/minutes/">halsallparish.org.uk/information/minutes/</a>
Reports presented to council meetings – exclude material that is properly considered to be exempt from disclosure		Included with Agenda <a href="http://halsallparish.org.uk/information/agendas/">halsallparish.org.uk/information/agendas/</a>
Responses to consultation papers		Included with Agenda <a href="http://halsallparish.org.uk/information/agendas/">halsallparish.org.uk/information/agendas/</a>
Responses to planning applications		Included in Minutes <a href="http://halsallparish.org.uk/information/minutes/">halsallparish.org.uk/information/minutes/</a>
Bye-laws		Not held

<p><b>Class 5 – Our policies and procedures</b></p> <p>(Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information only</p>	
<p>Policies and procedures for the conduct of Council business:</p> <ul style="list-style-type: none"> <li>• Procedural standing orders</li> <li>• Committee and sub-committee terms of reference</li> <li>• Delegated authority in respect of officers</li> <li>• Code of Conduct</li> <li>• Policy statements</li> </ul>	<p><a href="http://www.halsallparish.gov.uk/uploads/otherdocuments/files/5.0%20Model%20Standing%20Orders%20-%20Version%20(Feb%202025).pdf">www.halsallparish.gov.uk/uploads/otherdocuments/files/5.0%20Model%20Standing%20Orders%20-%20Version%20(Feb%202025).pdf</a></p> <p>No committees</p> <p>No delegated authority</p> <p><a href="http://www.halsallparish.gov.uk/uploads/otherdocuments/files/5-WLBC-Code-of-Conduct.pdf">www.halsallparish.gov.uk/uploads/otherdocuments/files/5-WLBC-Code-of-Conduct.pdf</a></p> <p><a href="https://www.halsallparish.gov.uk/policies-and-procedures/">https://www.halsallparish.gov.uk/policies-and-procedures/</a></p>
<p>Policies and procedures for the provision of services and about the employment of staff:</p> <ul style="list-style-type: none"> <li>• Internal instructions to staff and policies relating to the delivery of services</li> <li>• Equality and diversity policy</li> <li>• Health and safety policy</li> <li>• Recruitment policies and details of current vacancies</li> </ul>	<p><a href="http://www.halsallparish.gov.uk/uploads/otherdocuments/files/5.0%20Model%20Standing%20Orders%20-%20Version%20(Feb%202025).pdf">www.halsallparish.gov.uk/uploads/otherdocuments/files/5.0%20Model%20Standing%20Orders%20-%20Version%20(Feb%202025).pdf</a></p> <p>Not held</p> <p><a href="http://www.halsallparish.gov.uk/uploads/otherdocuments/files/5.4%20Health%20and%20Safety%20Policy%202024.pdf">www.halsallparish.gov.uk/uploads/otherdocuments/files/5.4%20Health%20and%20Safety%20Policy%202024.pdf</a></p> <p>Not held</p>

<ul style="list-style-type: none"> <li>Policies and procedures for handling requests for information</li> <li>Complaints procedures</li> <li>•</li> <li>•</li> <li>•</li> <li>(including those covering requests for information and operating the publication scheme)</li> </ul>	<p><a href="http://www.halsallparish.gov.uk/uploads/otherdocuments/files/5.8%20Data%20Protection%20Policy%20(2024).pdf">www.halsallparish.gov.uk/uploads/otherdocuments/files/5.8%20Data%20Protection%20Policy%20(2024).pdf</a></p> <p><a href="https://www.halsallparish.gov.uk/uploads/otherdocuments/files/5.7%20Complaints%20Policy%20(2024).pdf">https://www.halsallparish.gov.uk/uploads/otherdocuments/files/5.7%20Complaints%20Policy%20(2024).pdf</a></p> <p><a href="http://www.halsallparish.gov.uk/uploads/otherdocuments/files/5.8%20Data%20Protection%20Policy%20(2024).pdf">www.halsallparish.gov.uk/uploads/otherdocuments/files/5.8%20Data%20Protection%20Policy%20(2024).pdf</a></p>
<p>Records management, personal data and access to information policies</p> <p>Include information security policies, records retention, destruction and archive policies,</p> <p>and data protection (including data sharing and CCTV usage) policies</p>	<p><a href="http://www.halsallparish.gov.uk/uploads/otherdocuments/files/5.8%20Data%20Protection%20Policy%20(2024).pdf">www.halsallparish.gov.uk/uploads/otherdocuments/files/5.8%20Data%20Protection%20Policy%20(2024).pdf</a></p> <p><a href="http://www.halsallparish.gov.uk/uploads/otherdocuments/files/5.8%20Data%20Protection%20Policy%20(2024).pdf">www.halsallparish.gov.uk/uploads/otherdocuments/files/5.8%20Data%20Protection%20Policy%20(2024).pdf</a></p>

<b>Class 6 – Lists and Registers</b>		
Currently maintained lists and registers only.		
Information legally required to hold in publicly available registers (in most circumstances existing access provisions will suffice)		
Assets register, including details of public land and building assets	<a href="http://www.halsallparish.gov.uk/uploads/other/documents/files/Halsall_Parish_Council_Asset_Register%20for%20%2031st%20March%202025.pdf">www.halsallparish.gov.uk/uploads/other/documents/files/Halsall_Parish_Council_Asset_Register%20for%20%2031st%20March%202025.pdf</a>	
Disclosure log indicating the information provided in response to FOIA and EIR requests. These are recommended as good practice	FOI Log <a href="https://www.halsallparish.gov.uk/policies-and-procedures/">https://www.halsallparish.gov.uk/policies-and-procedures/</a>	
Register of members' interests	Attached to Councillor's profiles <a href="https://www.halsallparish.gov.uk/your-council/">https://www.halsallparish.gov.uk/your-council/</a>	
Register of gifts and hospitality	None received.	

<b>Class 7 – The services we offer</b>		
(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)		
Current information only		
Allotments	None	
Burial grounds and closed churchyards	None	
Community centres and village halls	See map of locations on website <a href="https://www.halsallparish.gov.uk/meetings/">https://www.halsallparish.gov.uk/meetings/</a>	
Parks, playing fields and recreational facilities	None.  Shirdley Hill Village Green is managed by West Lancashire Borough Council. Halsall Recreation Ground is managed by Halsall War Memorial Playing Field, a registered charity #521111.	
Seating, litter bins, clocks, memorials and lighting	See Asset Register. <a href="https://www.halsallparish.gov.uk/uploads/other_documents/files/Halsall_Parish_Council_Asset_Register%20for%20%2031st%20March%202025.pdf">www.halsallparish.gov.uk/uploads/other_documents/files/Halsall_Parish_Council_Asset_Register%20for%20%2031st%20March%202025.pdf</a>	
Bus shelters	See Asset Register. <a href="https://www.halsallparish.gov.uk/uploads/other_documents/files/Halsall_Parish_Council_Asset_Register%20for%20%2031st%20March%202025.pdf">www.halsallparish.gov.uk/uploads/other_documents/files/Halsall_Parish_Council_Asset_Register%20for%20%2031st%20March%202025.pdf</a>	
Markets	None	
Public conveniences	None	
Agency agreements	None	
Services for which we are entitled to recover a fee and details of those fees (eg burial fees)	No burial or allotment services .	
<b>Additional Information</b> Information not itemised in the lists above	None	

## 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>
<b>Disbursement cost</b>	Printing/photocopying @ 10p per sheet (black & white)	Actual cost
	Printing/Photocopying @ 20p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail First Class
<b>Statutory Fee</b>		No additional charges
<b>Other</b>		No additional charges