

## Information available from Higham with West Close Booth Parish Council under the Model Publication Scheme

<b>Information to be published</b>	<b>How the information can be obtained</b>	<b>Cost</b>
<b>Class 1 - Who we are and what we do</b> Current information	(Hard Copy can be obtained from Parish Clerk)	
Who's who on the Council with contact details	Website Hard Copy	Free 10p per sheet
<b>Class 2 - What we spend and how we spend it</b> (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit) Current and previous financial year as a minimum		
Annual Return form and report by Auditor	Hard Copy	10p per sheet
Finalised Budget	Hard Copy	10p per sheet
Financial Standing Orders and Regulations	Hard Copy	10p per sheet
Grants given and received	Hard Copy	10p per sheet
Members allowances and expenses	Hard Copy	10p per sheet
<b>Class 3 - What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)		
Parish Plan	Website Hard Copy	Free 10p per sheet
Annual Report to Parish Meeting (Current and previous year as a minimum)	Website Hard Copy	Free 10p per sheet
<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	Website	Free
Minutes of Meetings (N.B. this will exclude information that is properly regarded as private to the meeting)	Website	Free
Reports presented to Council meetings (N.B. this will exclude information that is properly regarded as private to the meeting)	Hard Copy	10p per sheet

Responses to consultation papers	Hard Copy	10p per sheet
Responses to planning applications	Hard Copy	10p per sheet
<b>Class 5 - Our policies and procedures</b> Current information only		
Policies and procedures for the conduct of council business Procedural standing orders Code of Conduct	Hard Copy	10p per sheet
Health & Safety Policy / Risk Assessment	Hard Copy	10p per sheet
Complaints procedures (including those covering requests for information and operating the publication scheme)	Hard Copy	10p per sheet
Schedule of charges (for the publication of information)	This document	
<b>Class 6 - Lists and Registers</b> Currently maintained lists and registers only	Contact Pendle Borough Council	
Assets Register	Hard Copy	10p per sheet
Register of Members' Interests	Hard Copy	10p per sheet
Register of Gifts and Hospitality	Hard Copy	10p per sheet
<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)		
Burial Grounds and closed Churchyards	Contact St. John's Church Higham Contact Parish Clerk	Free Free
Village Hall	Website Contact VH Committee	Free Free
Parks, playing fields and recreational facilities	Contact Parish Clerk	Free
Seating, litter bins, clocks, memorials and lighting	Contact Parish Clerk	Free
Bus Shelters	Contact Parish Clerk	Free
Higham Quarterly Newspaper (The Spout)	Website Distributed by Parish Council	Free Free