

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

Information to be published	How the information can be obtained and cost
	<ul style="list-style-type: none"> • Website www.highamparishcouncil.co.uk – free access • Hard Copies where available can be obtained from the Parish Clerk at a cost of 10p per sheet. • Reasonably available Oral information from Parish Clerk or Chairman will also be provided free. • Postage - 2nd Class or (if requested) 1st Class - at standard rates
Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts) Current information only	
Who's who on the Council (Council Members and Parish Clerk) with contact details	Website / Oral
Class 2 - What we spend and how we spend it (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit) Current and previous financial year as a minimum	
Up to April 2017: Annual Return and report by Auditor	Hard Copy
After April 2017: End of Year Accounts, Bank Reconciliation, Expenditure Details, Governance Statement & Internal Audit Report	Website / Hard Copy
Finalised Budget	Hard Copy
Grants given and received (if any)	Oral / Hard Copy
Current contracts awarded (if any) and value of contract	Oral / Hard Copy
Members allowances and expenses	Oral / Hard Copy
Class 3 - What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews) Current and previous year as a minimum	
Parish Plan	Website / Hard Copy
Annual Report to Parish Meeting	Website / Hard Copy
Minutes of Meetings (excluding information properly regarded as private to the meeting)	Website / Hard Copy
Class 4 - How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum	
Timetables / Agendas of Meetings	Website / Hard Copy
Minutes of Meetings (excluding information properly regarded as private to the meeting)	Website / Hard Copy
Reports presented to Council Meetings (excluding information properly regarded as private to the meeting)	Website / Hard Copy
Documents considered at Council Meetings (excluding information properly regarded as private to the meeting)	Oral / Hard Copy
Responses to consultation papers and planning applications	Oral / Hard copy

Class 5 - Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only	
Policies and procedures for the conduct of council business: Standing Orders Code of Conduct	Website / Hard Copy Website / Hard copy
Policies and procedures for the provision of services and about the employment of staff: Risk Assessment Recruitment and vacancies information and notices Schedule of charges (for the publication of information)	Hard Copy Website / Oral / Hard Copy This document
Class 6 - Lists and Registers Currently maintained lists and registers only	Contact Pendle Borough Council
Assets Register	Website / Hard Copy
Register of Members' Interests	Website / Hard Copy
Register of significant Gifts and Hospitality (if any)	Hard Copy
Class 7 - The Services we offer (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 (C of E) Contact Parish Clerk (Methodist Chapel grounds)
Village Hall	Website / Oral Contact VH Committee
Parks, playing fields and recreational facilities	Oral - Contact Parish Clerk
Seating, litter bins, clocks, memorials and lighting	Oral - Contact Parish Clerk
Bus Shelters	Oral -Contact Parish Clerk
Parish Magazine (The Spout)	Website / Hard Copy Distributed by Parish Council