

## PENDLETON PARISH COUNCIL

### INFORMATION AVAILABLE UNDER THE 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>Who sits on the Council and its Committees            Contact details regarding Members and Parish Clerk            Location of Parish Council office and availability</p>	<p>(a) Parish Council Website            (b) Hard copy – Clerk            (c) Noticeboard</p>	<p>(a) None            (b) 10p per sheet            (c) None</p>
<p><b>Class 2 – What we spend and how we spend it</b></p> <p>Annual return form and report by auditor            Finalised Budget            Precept            Financial reports            Members’ allowances and expenses</p>	<p>(a) Parish Council Website            (b) Hard copy – Clerk</p>	<p>(a) None            (b) 10p per sheet</p>
<p><b>Class 3 – What our priorities are and how we are doing</b></p> <p>Annual Report (Annual General Meeting) – Minutes of AGM</p>	<p>(a) Parish Council Website            (b) Hard copy – Clerk</p>	<p>(a) None            (b) 10p per sheet</p>
<p><b>Class 4 – How we make decisions</b></p> <p>Timetable of meetings            Agendas of meetings            Minutes of meetings            Reports presented to council meetings            Responses to consultation papers            Responses to planning applications</p>	<p>(a) Parish Council Website            (b) Paper copy – Clerk</p>	<p>(a) None            (b) £0.10 per sheet</p>
<p><b>Class 5 – Our policies and procedures</b></p> <p>Procedural standing orders</p>	<p>(a) Website</p>	<p>(a) None            (b) £0.10</p>

Financial regulations Risk management register Code of conduct Complaints handling policy Equal opportunities policy	(b) Paper copy – Clerk	per sheet
<b>Class 6 – Lists and Registers</b>  Assets register Disclosure log (indicating the information provided in response to requests) Register of Members’ Interests	(a) Website (b) Paper copy – Clerk	(a) None (b) £0.10 per sheet
<b>Class 7 – The services we offer</b>  Seating, litter bins, green area(s) Newsletters Website	(a) Website (b) Paper copy – contact Clerk	(a) None (b) £0.10 per sheet

Contact Details:

Ms Lynne Olesinski Clerk to Pendleton Parish Council  
Address: Bridge House, 19 Bridge Street, Gt Harwood, BB6 7NQ  
Telephone: 07763 882039  
e-mail: [clerk@pendletonvillage.co.uk](mailto:clerk@pendletonvillage.co.uk)

**Schedule of Charges**

<b>TYPE</b>	<b>DESCRIPTION</b>	<b>BASIS OF CHARGE</b>
Disbursement cost	Photocopying at £0.10 per sheet (black and white)	Actual cost
	Photocopying at £0.20 per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2nd class