

Information available from (*Adlington Town Council*) under the Information Commissioner's Office (ICO) Freedom of Information Act model publication scheme

This template guide covers only information which Adlington Town Council (ATC) currently holds. If we do not hold some of the information listed below, we will mark it as 'not held' in the table. For the basis of print cost charges, see the last page below. Actual costs will reflect the number of pages involved and any postage.

Information to be published	How the information can be obtained
Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts) Current information only	a. Website b. Listed within the ATC Annual Report c. Hard Copy – contact Clerk
List of Council members and their responsibilities as well a list of Council Committees Details of any representation on local public bodies	a. Website b. Hard Copy – contact Clerk
Postal and email address Contact details for Parish Clerk and Council members Where possible, provide named contacts including contact phone numbers and email addresses	a. Website b. Notice Boards c. Adlington Town Council Update Newsletter, published 3 times a year d. ATC letterhead e. Hard Copy – contact Clerk
Location of main Council office and accessibility details	Adlington Town Council holds its meetings in Adlington Library, Railway Road, PR6 9RG, normally on the third Monday of each month starting at 7.15pm. The Library is accessible. By request, the Clerk will arrange to meet a member of the public in Adlington Library
Staffing structure – ATC employs one part time Clerk who works from home	Clerk's contact details are available: a. Website b. Notice Boards c. Adlington Town Council Update Newsletter, published 3 times a year d. Hard Copy – contact Town Clerk
Class 2 – What we spend and how we spend it (Financial information about projected and actual income and expenditure, procurement, contracts and financial audit)	A full copy of the completed and signed Annual Governance and Accountability Return and supporting financial documents is available on the: a. Website b. A summary of the initial unaudited

Current and previous financial year as a minimum	income and expenditure breakdown is in the ATC Annual Report displayed on the website once approved at the May Annual Town meeting c. Hard copy – contact the Town Clerk
Statement of accounts and internal audit report in the format included in the Annual Return form	A full copy of the completed and signed Annual Governance and Accountability Return and supporting financial documents to include the Independent (internal) and External Audit Report is available on the: a. Website b. Hard copy – contact the Town Clerk
Finalised budget	a. This is not normally published for the forthcoming year. Once the annual precept has been discussed and the Town Council has approved a projected income and expenditure budget for the forthcoming year, the budget is available with the meeting minutes, either December or January annually. b. Hard copy – contact the Town Clerk
Precept	a. Website – within the minutes of the meeting once approved b. Referred to in each Annual Report at the year-end c. Hard copy – contact the Town Clerk
Borrowing Approval letter	Not held. Not applicable.
All items of expenditure above £100 - All expenditure is listed by budget head on the website as part of the Annual Return information. The Town Council monitors income, expenditure and its budget on a monthly basis	For a copy – contact Town Clerk
Financial Standing Orders and Regulations	a. Website b. Hard Copy – contact Clerk
Community Grants given and received	a. Adlington Town Council Community Grants awarded annually are listed on the website and included in the year-end accounts b. Any grant received by the Town Council is listed as income in the year of receipt within the annual year-end accounts
List of current contracts awarded and value of contract -	Not applicable. Not held.
Members' allowances and expenses -The Town Council only pays an Annual Allowance to the	Listed as expenditure in the annual year-end account in the year of approval

Town Mayor for representing the Town Council and Adlington Village throughout their mayoral year. The amount is considered within each annual review of the Town Council's income and expenditure budget, and is listed as expenditure in the annual year-end accounts.	If a Town Councillor incurs expenditure on behalf of the Town Council this is listed in the meeting agenda, is refunded based on receipts, and the amount is minuted following the Town Council's approval
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	An Annual Report is compiled and approved at the May Annual Town Meeting. This reviews activities in the previous mayoral year. The Town Council has no forward planning document
Annual governance statement in format included in the Annual Return form	A full copy of the completed and signed Annual Governance and Accountability Return and supporting financial documents is available on the: a. Website b. A summary of the initial unaudited annual income and expenditure is in the Annual Report on the website once approved c. Hard copy – contact the Clerk
Parish Plan	Adlington is covered by the Chorley Local Plan 2012-2026. This is due to be replaced by the Central Lancashire Local Plan, once given statutory approval
Annual Report to Parish or Community Meeting	a. Website b. Hard Copy – contact Clerk
Quality status	Not held
Local charters drawn up in accordance with the Ministry of Housing, Communities and Local Government (MHCLG) 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	The Town Council carries out an annual general risk assessment and for each individual event it holds a specific health and safety risk assessment. A hard copy is available from the Town Clerk.
Class 4 – How we make decisions (Decision making processes and records of decisions). Adlington Town Council publishes an annual calendar of meeting dates, and	The meeting agenda is displayed up to 6 clear days before each meeting is held. Once approved, the meeting minutes are displayed on the website. Each meeting agenda and the approved

holds a monthly meeting, with the first 30 minutes set aside as the 'Open Forum' for residents to attend to ask questions or raise issues of concern. Current and previous council year as a minimum	minutes are shown on the Notice Boards, updated twice monthly. Adlington Library displays a copy of the Town Council's meeting agenda. Hard copy – contact Town Clerk.
Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	The Schedule of Town Council meetings section of the website shows the approved calendar of meeting dates. Sub-Committees or Working Groups are task based and meet as and when required. Their recommendations are considered by the Town Council at its next monthly meeting. Decisions approved by the Town Council are minuted.
Agendas of meetings (as above)	a. As above, the Town Council meeting agendas are shown on the website 6 clear days before the meeting is held, in the Notice Boards and Library. b. Hard copy - contact the Clerk.
Minutes of meetings (as above) – exclude material that is properly considered to be exempt from disclosure	As above
Reports presented to council meetings – exclude material that is properly considered to be exempt from disclosure	Individual reports are not publically available, but available on request after the meeting. Contact the Town Clerk
Responses to consultation papers	Will be referred to in the monthly meeting minutes.
Responses to planning applications	Will be referred to in the Town Council's meeting minutes where each is discussed. Following the meeting, the Clerk will submit the views of the Town Council to the respective online planning portal of Chorley Council or Lancashire County Council, as appropriate
Bye-laws	Adlington Town Council does not currently have any byelaws
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only	(hard copy or website)
Policies and procedures for the conduct of Council business:	a. Website b. Hard Copy – contact Town Clerk

• Procedural standing orders • Committee and sub-committee terms of reference • Delegated authority in respect of officers • Code of Conduct • Policy statements	
Policies and procedures for the provision of services and about the employment of staff: • Internal instructions to staff and policies relating to the delivery of services • Equality and diversity policy • Health and safety policy • Recruitment policies and details of current vacancies • Policies and procedures for handling requests for information • Complaints procedures (including those covering requests for information and operating the publication scheme)	ATC has: Health & Safety Policy Draft Freedom of Information, 2,000 Policy Complaints procedure
Records management, personal data and access to information policies Include information security policies, records retention, destruction and archive policies, and data protection (including data sharing and CCTV usage) policies	The draft privacy Policy for staff. Councillors and Role volunteers & draft general privacy notice
Class 6 – Lists and Registers Currently maintained lists and registers only.	(hard copy or website; some information may only be available by inspection)
Information legally required to hold in publicly available registers (in most circumstances existing access provisions will suffice)	ATC has: A Town Councillor Register of Interest, updated at least per electoral cycle or annually as required, on the website Hard copy – contact Town Clerk
Assets register, including details of public land and building assets – ATC does not own any land or premises	Updated annually and available on the website as supporting information to the year-end accounts

Disclosure log indicating the information provided in response to FOIA and EIR requests. These are recommended as good practice	No requests have been made. The Town Council responds to requests from individuals to clarify any matter of local concern and/or will direct the individual to the appropriate authority
Register of members' interests	On the website and a hard copy is available on request
Register of gifts and hospitality - The Town Mayor will accept invitations to represent the Town Council and/or Adlington Village at the external events arranged by neighbouring councils or local voluntary / community organisations.	Not held
Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only:	ATC as the lowest tier of local government in this area of south-east Chorley does not have any responsibility through ownership or management for the facilities or service provision listed below.
Allotments	
Burial grounds and closed churchyards	
Community centres and village halls	
Parks, playing fields and recreational facilities	
Seating, litter bins, clocks, memorials and lighting	
Bus shelters	
Markets	
Public conveniences	
Agency agreements	
Services for which we are entitled to recover a fee and details of those fees (eg burial fees)	
Additional Information Information not itemised in the lists above 1. Newsletter – Adlington Town Council UPDATE, published 3 times a year	a. On the website b. Printed and a copy delivered to all 3,000 homes in Adlington Village at no charge c. Hard copy – contact Town Clerk

Schedule of charges

This describes how the charges have been arrived at and should be published as part of the guide.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 5p per sheet (black & white)	Actual cost based on purchase of A4 paper, printer ink & staff time*
	Photocopying @ 10p per sheet (colour)	Actual cost
	Web or Electronic copy	Free of charge
	Postage	Actual cost of Royal Mail standard 2 nd class or leave for collection from Adlington Library
Statutory Fee	Not applicable to Adlington Town Council	In accordance with the relevant legislation (quote the actual statute)
Other	Not applicable	

* Basis for determining the average cost incurred

Contact: Christine Bailey, Town Clerk, Adlington Town Council,

Email: clerk@adlingtontowncouncil.gov.uk

Text or ring: 07896 729646

Website: www.adlingtontowncouncil.gov.uk