

Information available from Maghull Town Council under the model publication scheme

Hard Copy – Hard copies will be provided at a cost of 10p per sheet (black and white photocopies only).

Information to be published	How the information can be obtained
Class1 - Who we are and what we do (Organisational information, structures, locations and contacts)	
Who's who on the Council and its Committees	Website/Hard Copy
Contact details for Parish Clerk and Council members	Website/Hard Copy
Location of main Council office and Cookie Policy	Website/Hard Copy
Staffing structure	Website/Hard Copy
Class 2 – What we spend and how we spend it	
Annual return form and report by auditor	Hard Copy
Finalised budget	Hard Copy
Precept	Hard Copy
Borrowing Approval letter	N/A
Financial Standing Orders and Regulations	Website/ Hard Copy
Grants given and received	Hard Copy
List of current contracts awarded and value of contract	Hard Copy
Members' allowances and expenses	Website/ Hard Copy

Class 3 – What our priorities are and how we are doing	
Maghull Town Council Business Plan	Hard Copy
Annual Report to Town Meeting	Hard Copy
Class 4 – How we make decisions	
Timetable of meetings (Council, any committee/sub-committee meetings and Town meetings)	Website/ Hard Copy
Agendas of meetings (as above)	Website/ Hard Copy
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Website/ Hard Copy
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Website/ Hard Copy
Responses to consultation papers	Website/ Hard Copy
Bye-laws	Website/ Hard Copy
Class 5 – Our policies and procedures	
Policies and procedures for the conduct of council business:	Website/ Hard Copy
Procedural standing orders	Standing Orders/Hard Copy
Committee and sub-committee terms of reference	Standing Orders/Hard Copy
Delegated authority in respect of officers	Standing Orders/Hard Copy
Code of Conduct	www.sefton.gov.uk/codeofconduct
Policy statements	Website/Hard Copy
Policies and procedures for the provision of services and about the employment of staff:	

Internal policies relating to the delivery of services Equality and diversity policy Health and safety policy Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme)	Hard Copy Hard Copy Website/Hard Copy Website/Hard Copy Website/Hard Copy
Information security policy	Hard Copy
Records management policies (records retention, destruction and archive)	Website/Hard Copy
Data protection policies	Website/Hard Copy
Schedule of charges for the publication of information	Website/Hard Copy
Anti-Fraud, Corruption and Theft Policy	Website/Hard Copy
Protocol for Public Participation	Website/Hard Copy
Class 6 – Lists and Registers	
Assets Register	Hard Copy
Disclosure log (indicating the information that has been provided in response to requests; recommended as good practice, but may not be held by parish councils)	Hard Copy
Register of members' interests	Website/Link to Sefton MBC
Register of gifts and hospitality	Hard Copy
Class 7 – The services we offer	
Allotments	N/A
Burial grounds and closed churchyards	N/A
Town Hall	Hard Copy
Parks, playing fields and recreational facilities	Hard Copy
Seating and litter bins in parks	Hard Copy

Bus shelters	N/A
Markets	N/A
Public conveniences	N/A
Agency agreements	N/A
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	N/A
Additional Information	
This will provide Councils with the opportunity to publish information that is not itemised in the lists above	

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SCHEDULE OF CHARGES

The charges apply for requests under both the Freedom of Information Act (FOIA) and the Environmental Information Regulations 2004 (EIR).

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @10p per sheet (black & white)	Actual cost *
	Postage	Actual cost of Royal Mail standard 2 nd class

* the actual cost incurred by the public authority