



## Freedom of Information under the model Publication Scheme

Information to be published	How the information can be obtained	Cost
<p><b>Class1 - Who we are and what we do</b>  <i>(Organisational information, structures, locations and contacts)</i>            Details of Kirkham Town Council are published on the website at along with the address and contact details</p>	<p>website at <a href="http://www.kirkhamtowncouncil.co.uk">www.kirkhamtowncouncil.co.uk</a></p> <p>Hard copies can be requested from the Clerk's Office, Community Centre, Mill Street, Kirkham. PR4 2AN            01772 658658            kirkhamcouncil@btconnect.com</p>	<p>Free</p> <p>10p per sheet</p>
<p>Details of who's who on the Council and its Committees are published on the web site and hard copies available from the Clerk.</p>	<p>website at <a href="http://www.kirkhamtowncouncil.co.uk">www.kirkhamtowncouncil.co.uk</a></p> <p>Hard copies can be requested from the Clerk's Office as above</p>	<p>Free</p> <p>10p per sheet</p>
<p>Contact details for Parish Clerk and Council members are published on the website with telephone numbers and email addresses.</p>	<p><a href="https://www.kirkhamtowncouncil.co.uk/your-councillors.html">https://www.kirkhamtowncouncil.co.uk/your-councillors.html</a></p> <p>Hard copies</p>	<p>Free</p> <p>10p per sheet</p>
<p>The location of main Council office and accessibility details are published under Community Centre on the website. The Council Chamber address is on the Agendas.</p>	<p><a href="https://www.kirkhamtowncouncil.co.uk/community-centre.html">https://www.kirkhamtowncouncil.co.uk/community-centre.html</a></p> <p>Hard copies</p>	<p>Free</p> <p>10p per sheet</p>

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<b>Class 2 – What we spend and how we spend it</b> <i>(Financial information relating to projected and actual income and expenditure,)</i>	<a href="https://www.kirkhamtowncouncil.co.uk/finance.htm">https://www.kirkhamtowncouncil.co.uk/finance.htm</a> !	
Current and previous financial year external audit reports and additional comments are published on the website. During the period of Public Rights the audits are published on the Notice Board.	<a href="https://www.kirkhamtowncouncil.co.uk/finance.htm">https://www.kirkhamtowncouncil.co.uk/finance.htm</a> ! Hard copies	Free 10p per sheet
Each year's finalised budget is published in the minutes on the website and available in hard copy	<a href="https://www.kirkhamtowncouncil.co.uk/council-minutes-and-agendas.html">https://www.kirkhamtowncouncil.co.uk/council-minutes-and-agendas.html</a> Hard copies	Free 10p per sheet
The precept is set at the annual budget meeting. Minutes are published on the web site permanently and on the notice board for the month.	<a href="https://www.kirkhamtowncouncil.co.uk/council-minutes-and-agendas.html">https://www.kirkhamtowncouncil.co.uk/council-minutes-and-agendas.html</a> Hard copies	Free 10p per sheet
Financial Standing Orders and Regulations and all other policies are published on the website and available in hard copy	<a href="https://www.kirkhamtowncouncil.co.uk/policies-and-procedures.html">https://www.kirkhamtowncouncil.co.uk/policies-and-procedures.html</a> Hard copies	Free 10p per sheet
<b>Class 3 – What our priorities are and how we are doing</b> The Enhancement Plan is published on the website and available in hard copy.	<a href="https://www.kirkhamtowncouncil.co.uk/uploads/8/0/9/9/80992274/draft_enhancement_plan_2018.pdf">https://www.kirkhamtowncouncil.co.uk/uploads/8/0/9/9/80992274/draft_enhancement_plan_2018.pdf</a> Hard copy	Free 10p per sheet
<b>Class 4 – How we make decisions</b> <i>(Decision making processes and records of decisions)</i> Decision making processes are outlined in our Standing Orders	<a href="https://www.kirkhamtowncouncil.co.uk/policies-and-procedures.html">https://www.kirkhamtowncouncil.co.uk/policies-and-procedures.html</a> Hard Copy	Free 10p per sheet
Agendas of meetings are published on the website and notice board	<a href="https://www.kirkhamtowncouncil.co.uk/council-minutes-and-agendas.html">https://www.kirkhamtowncouncil.co.uk/council-minutes-and-agendas.html</a> Hard copy	Free 10p per sheet
Minutes of meetings (excluding information that is properly regarded as private to the meeting) are published on the website and notice board	<a href="https://www.kirkhamtowncouncil.co.uk/council-minutes-and-agendas.html">https://www.kirkhamtowncouncil.co.uk/council-minutes-and-agendas.html</a> Hard copies	Free 10p per sheet
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting are included in the Agenda and resolutions minuted	<a href="https://www.kirkhamtowncouncil.co.uk/council-minutes-and-agendas.html">https://www.kirkhamtowncouncil.co.uk/council-minutes-and-agendas.html</a> Hard copy	Free 10p per sheet
Responses to planning applications are recorded in the minutes.	<a href="https://www.kirkhamtowncouncil.co.uk/council-minutes-and-agendas.html">https://www.kirkhamtowncouncil.co.uk/council-minutes-and-agendas.html</a> Hard copy	Free 10p per sheet

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<p><b>Class 5 – Our policies and procedures</b>  <i>(Current written protocols, policies and procedures for delivering our services and responsibilities)</i>  The following policies are published on our website and hard copies are available.  Standing Orders  Financial Regulations  Committee terms of reference  Member’s Code of Conduct  Health and Safety  Complaints Procedure  Staff disciplinary procedure  IT and Social Media Policy  Co-option Policy  Data Protection Policy and privacy notice  Freedom of Information and Publication Scheme  CCTV Policy  Document Retention and Disposal Policy</p>	<p><a href="https://www.kirkhamtowncouncil.co.uk/policies-and-procedures.html">https://www.kirkhamtowncouncil.co.uk/policies-and-procedures.html</a>  Hard Copy</p>	<p>Free  10p per sheet</p>
<p><b>Class 6 – Lists and Registers</b>  <i>(For inspection only)</i>  Asset register  Register of Member’s interests  Meeting attendance record</p>	<p>Available to view in the Clerk’s office at a pre-arranged time.</p>	<p>N/A</p>