

**Schedule of Information held by Heath Charnock Parish Council  
and how members of the public  
can access this information**

<b>Item</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>
Details of Members of the Parish Council	x	x	x	x	x	x
Details of the Parish Clerk	x	x	x	x	x	x
Borough & Lancashire County Council Representative	x	x	x	x		
Details for our Member of Parliament	x	x	x	x		
Weblink to Chorley Council	x					
Weblink to Lancashire County Council	x					
Parish Council Elections Results and Date of next Poll	x	x	x			
Acceptance of Office Declarations		x	x			
Code of Conduct for Councillors		x	x			
Register of Members Interests		x	x			
Register of Gifts and Hospitality		x	x			
Councillors Allowances and Expenses	x	x	x			
Model Contract of Employment for Parish Clerk			x			
Job Description for Parish Clerk			x			
Employers Liability Insurance			x			
Governance Toolkit for Parish and Town Councils			x			
Data Protection Policy	x	x	x			
Freedom of Information Policy	x	x	x	x		
Risk Assessment Policy	x	x	x			
Diary of Proposed Parish Council Meetings for Current year & Venue	x	x	x			
Agenda for Annual Parish Council Meeting	x	x	x	x*		
Approved Minutes of Annual Parish Meeting	x	x	x	x*		
Agenda for Current Year Monthly Parish Meetings	x	x	x	x*		
Approved Minutes of Current Year Monthly Parish Meetings	x	x	x	x*		
Approved Minutes for the two previous years	x	x	x			
Approved Minutes for any period over three years old		x	x			
Planning Applications and Decisions – link to CBC website – also see Minutes of Parish Meetings	x	x	x			x
Parish Plan (writing in progress)	x	x	x			
L.D.F. (Finalisation in Progress)	x	x	x			
Responses to Parish Council Questionnaires			x			

<b>Financial Matters</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>
Annual Return Form	x	x	x	x*		
Annual Statutory Report by Auditor	x	x	x	X*		
Assets Register	x	x	x			
Invoices/Payments/Receipts/Bank Statements			x			
Yearly Accounts			x			
VAT Returns			x			
Precept Decisions	x	x	x			
Precept Advice Letter to Chorley Council		x	x			
List of Donations in Financial Year (also see approved Minutes)	x	x	x			
Correspondence on any subject to and from the Parish Council held for two full years (1 April to 31 March inclusive).		x	x			
Welcome to our Website	x					
North West in Bloom and Adlington in Bloom	x					
Police Matters, Pact Meetings and Neighbourhood Watch	x					
Banner Headline – Date of next Parish Council Meeting	x					
Q and A sessions prior to a Meeting	x					
Newsletters	x					
Trading Standards Consumer Alerts	x					
Safe Trader Schemes	x					
Ironman	x					
Adlington Circular Walk	x					
History – The Canals and the Railways	x					
Current rail works and how it affects our village	x					
World War One Commemorations	x				x	

## KEY TO ACCESS

**1 – Parish Council Website**

**2 – Inspect Documents held by Clerk**

**3 – Individual Written Requests for copies**

**4 – Parish Noticeboards**

**4\* - This information will only be displayed for a short period**

**5 – Parish Newsletter**

**6 – Attendance at Parish Council Meetings**