



**FOI Publication Scheme**  
**Adopted by Pilling Parish Council on 1st January 2009**  
**Reviewed March 2026**

Information to be published	How the information can be obtained	Cost
<b>Class1 - Who we are and what we do</b>		
Who's who on the Parish Council	Noticeboard, Website, <a href="http://www.pilling-pc.gov.uk">www.pilling-pc.gov.uk</a> Pilling Newsletter Hard copy – contact the clerk	10p per sheet
Councillors on Committees	<a href="http://www.pilling-pc.gov.uk">www.pilling-pc.gov.uk</a> Hard copy – contact the clerk	10p per sheet
Contact details for Parish Clerk and Council members (named contacts where possible with contact details)	Noticeboard, Website, <a href="http://www.pilling-pc.gov.uk">www.pilling-pc.gov.uk</a> Pilling Newsletter Hard copy – contact the clerk - 07477472526	Free Free 10p per sheet
Location of main Parish Council office; Pilling Village Hall	Website, <a href="http://www.pilling-pc.gov.uk">www.pilling-pc.gov.uk</a> Pilling Newsletter Contact the clerk	10p per sheet
Staffing structure	The Parish Council employs two part time staff Parish Clerk and Parish Lengthsman	

Policy agreed:  
Chair, Parish Council:

Date: 11/03/2026

Minute ref: 5792

<b>Class 2 – What we spend and how we spend it</b>		
Annual return form and report by auditor	Noticeboard, at the time Website: <a href="http://www.pilling-pc.gov.uk">www.pilling-pc.gov.uk</a> Hard copy – contact the clerk	10p per sheet
Finalised budget and Precept	Pilling Newsletter Hard copy – contact the clerk	10p per sheet
Financial Standing Orders and Regulations	Website <a href="http://www.pilling-pc.gov.uk">www.pilling-pc.gov.uk</a> Hard copy – contact the clerk	10p per sheet
Grants given and received	Hard copy – contact the clerk	Free 10p per sheet
List of current contracts awarded and value of contract	Not applicable	
Members' allowances and expenses	Not applicable	
<b>Class 3 – What our priorities are and how we are doing</b>		
Annual Reports to Parish (current and previous year as a minimum) Chairman's and Responsible Financial Officer's	Pilling Newsletter Minutes of APM Hard copy – contact the clerk	10p per sheet
<b>Class 4 – How we make decisions</b>		
Timetable of Parish Council meetings	Website, <a href="http://www.pilling-pc.gov.uk">www.pilling-pc.gov.uk</a> Hard copy – contact the clerk	10p per sheet
Agendas of Parish Council meetings	Noticeboard, Website, <a href="http://www.pilling-pc.gov.uk">www.pilling-pc.gov.uk</a> Hard copy – contact the clerk	10p per sheet
Minutes of Parish Council meetings – this will exclude information that is properly regarded as private to the meeting.	Website <a href="http://www.pilling-pc.gov.uk">www.pilling-pc.gov.uk</a> Hard copy – contact the clerk	10p per sheet

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Reports presented to council meetings - this will exclude information that is properly regarded as private to the meeting.	Hard copy – contact the clerk	10p per sheet
Responses to consultation papers	Reported in the minutes see website: <a href="http://www.pilling-pc.gov.uk">www.pilling-pc.gov.uk</a>	Free
Responses to planning applications	Wyre Council's Website	
<b>Class 5 – Our policies and procedures</b>		
<p>Policies and procedures for the conduct of council business:</p> <ul style="list-style-type: none"> <li>• Standing Orders</li> <li>• Financial Regulations</li> <li>• Code of Conduct</li>   <li>• Publication Schedule</li> <li>• Parish Policies and procedures for handling requests for information</li> <li>• Complaints procedures (including those covering requests for information and operating the publication scheme)</li> <li>• Data protection policies</li> </ul> <p>Schedule of charges – for the publication of information</p>	<p>Website <a href="http://www.pilling-pc.gov.uk">www.pilling-pc.gov.uk</a></p> <p>Hard copy – contact the clerk</p>	10p per sheet
<p>Policies and procedures for the employment of staff:</p> <p>Health and Safety Policy</p>	Hard copy – contact the clerk	10p per sheet
<b>Class 6 – Lists and Registers</b>		
Any publicly available register or list: (if any are held these will be publicised, in most circumstances existing access provision will suffice)	Copy of district authority's electoral register for the parish is held for visual inspection only	
Assets Register	Hard copy – contact the clerk	10p per sheet

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Register of members' interests	Website <a href="http://www.pilling-pc.gov.uk">www.pilling-pc.gov.uk</a> Hard copy – contact the clerk	10p per sheet
Register of gifts and hospitality	contact the clerk for information	
<b>Class 7 – The services we offer</b>		
Seating, litter bins, Memorial, bus shelters	Contact the Clerk	10p per sheet
<b>Additional Information</b>		

**Julia Brewer, Parish Clerk,  
Parish Council Office, Pilling Village Hall, Taylors Lane, Pilling  
Mondays and Wednesdays 9.30am to 3.30pm.  
Telephone - 07496726282                      E-mail [clerk@pilling-pc.gov.uk](mailto:clerk@pilling-pc.gov.uk)**

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### SCHEDULE OF CHARGES

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
<b>Disbursement cost</b>	Photocopying @ 10p per sheet (black & white)	Actual cost
	Colour Photocopying not available	
	Postage	Actual cost of envelope and Royal Mail standard 2 <sup>nd</sup> class
<b>Statutory Fee</b>		In accordance with the relevant legislation
<b>Other</b>		

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