

Information available from Prestbury Parish Council under the model publication scheme

| Information to be published | How the information can be obtained | Cost |
|---|-------------------------------------|-------|
| <p>Class1 - Who we are and what we do (Organisational information, structures, locations and contacts)</p> <p>This will be current information only</p> <p>N.B. Councils should already be publishing as much information as possible about how they can be contacted.</p> | hard copy and/or website | Nil |
| Who's who on the Council and its Committees | Ditto | Nil |
| Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used)) | Ditto | Nil |
| Location of main Council office and accessibility details | Ditto | Nil |
| Staffing structure | ditto | Nil |
| <p>Class 2 – What we spend and how we spend it (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)</p> <p>Current and previous financial year as a minimum</p> | hard copy | £2 |
| Annual return form and report by auditor | ditto | Ditto |

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| Finalised budget | Ditto | Ditto |
| Precept | Ditto | Ditto |
| Borrowing Approval letter | Ditto | Ditto |
| Financial Standing Orders and Regulations | Ditto | Ditto |
| Grants given and received | Ditto | Ditto |
| List of current contracts awarded and value of contract | Ditto | Ditto |
| Members' allowances and expenses | Ditto | Ditto |
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| Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews) | (hard copy or website) | |
| Parish Plan (current and previous year as a minimum) | Ditto | £2 |
| Annual Report to Parish or Community Meeting (current and previous year as a minimum) | Ditto | Ditto |
| Quality status | Ditto | Ditto |
| Local charters drawn up in accordance with DCLG guidelines | Ditto | Ditto |
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| Class 4 – How we make decisions (Decision making processes and records of decisions) | (hard copy or website) | £2 |
| Current and previous council year as a minimum | | |
| Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings) | Ditto | Ditto |
| Agendas of meetings (as above) | Ditto | Ditto |
| Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting. | Ditto | Ditto |

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| Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting. | Ditto | Ditto |
| Responses to consultation papers | Ditto | Ditto |
| Responses to planning applications | Ditto | Ditto |
| Bye-laws | Ditto | Ditto |
| | | Ditto |
| <p>Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information only</p> | | |
| Policies and procedures for the conduct of council business: Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements | Hard Copy | £2 |
| 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 Recruitment policies (including current vacancies) Policies and procedures for handling requests for information | ditto | Ditto |

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| Complaints procedures (including those covering requests for information and operating the publication scheme) | | |
| Information security policy | Ditto | Ditto |
| Records management policies (records retention, destruction and archive) | Ditto | Ditto |
| Data protection policies | Ditto | Ditto |
| Schedule of charges)for the publication of information) | Ditto | Ditto |
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| Class 6 – Lists and Registers | | |
| Currently maintained lists and registers only | (hard copy; some information may only be available by inspection) | |
| Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice) | Ditto | Ditto |
| Assets Register | Ditto | Ditto |
| 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) | Ditto | Ditto |
| Register of members' interests | Ditto | Ditto |
| Register of gifts and hospitality | Ditto | Ditto |
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| Class 7 – The services we offer | | |
| (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) | (hard copy; some information may only be available by inspection) | |
| Current information only | | |
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| Parks, playing fields and recreational facilities | Ditto | £2 |
| Seating, litter bins, clocks, memorials and lighting | Ditto | £2 |
| Public conveniences | Ditto | £2 |
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Contact details:

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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(black & white) | Actual cost £2 |
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| | Postage | Actual cost of Royal Mail standard 2 nd class |
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