

Information available from Betley, Balterley & Wrinehill Parish Council under the model publication scheme

Information to be published	How the information can be obtained	Cost
Class1 - Who we are and what we do (Organisational information, structures, locations and contacts)		
Who's who on the Council and its Committees	Website	
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website	
Location of main Council office and accessibility details	Not applicable	
Staffing structure	Not applicable	
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)		
Annual return form and report by auditor	Website	

Finalised budget	Hard copy	At cost
Precept	Hard copy	At cost
Borrowing Approval letter	Not applicable	
Financial Standing Orders and Regulations	Hard Copy	At cost
Grants given and received	Website (minutes)	
List of current contracts awarded and value of contract	Hard copy	
Members' allowances and expenses	Hard copy	
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)	Hard Copy	FOC
Annual Report to Parish or Community Meeting	Hard Copy	At cost
Quality status	Not applicable	
Local charters drawn up in accordance with DCLG guidelines	Not applicable	
Class 4 – How we make decisions (Decision making processes and records of decisions)	(hard copy or website)	
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Website	
Agendas of meetings (as above)	Website	
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Website	
Reports presented to council meetings - nb this will exclude information that is properly	Hard Copy	

regarded as private to the meeting.		
Responses to consultation papers	Website (minutes)	
Responses to planning applications	Website (minutes)	
Bye-laws	Not applicable	
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)	(hard copy or website)	
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 Not applicable Not applicable Hard Copy Website	At cost At cost
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 Complaints procedures (including those covering requests for information and operating the publication scheme)	Not applicable Hard Copy Hard Copy Not applicable Hard Copy Hard Copy	 At cost At cost At cost At cost

Information security policy	Hard Copy	At cost
Records management policies (records retention, destruction and archive)	Hard Copy	At cost
Data protection policies	Hard Copy	At cost
Schedule of charges (for the publication of information)	Hard Copy	FOC
Class 6 – Lists and Registers	(hard copy or website; some information may only be available by inspection)	
Currently maintained lists and registers only		
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)		
Assets Register	Hard Copy	At cost
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	FOC
Register of members' interests	Hard Copy	At cost
Register of gifts and hospitality	Hard Copy	At cost
Class 7 – The services we offer	(hard copy or website; some information may only be available by inspection)	
(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)		
Current information only		
Seating, litter bins, clocks, memorials and lighting	Hard Copy	At cost
Bus shelters	Hard Copy	At cost
Additional Information		
This will provide Councils with the opportunity to publish information that is not		

itemised in the lists above		

Contact details: **Gwyn Griffiths**
(Clerk & Responsible Financial Officer)
18 Holly Mount
Basford
CREWE CW2 5AZ
griffiths725@btinternet.com
01270 663832

SCHEDULE OF CHARGES

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 5p per sheet (black & white)	Actual cost *
	Photocopying @ 25p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail

		standard 2 nd class
Statutory Fee		In accordance with the relevant legislation
Other		

* the actual cost incurred by the public authority