

# Information available from Alsager Town Council under the model publication scheme

## Class1 - Who we are and what we do

(Organisation information, structures, locations and contacts)

This will be current information only

N.B. Councils should already be publishing as much information as possible about how they can be contacted.

<b>Information to be published</b>	<b>How the information can be obtained</b>	<b>Cost</b>
Who's who on the Council and its Committees	Website Hard Copy – contact Clerk	Free Free
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address)	Website Hard Copy – contact Clerk	Free Free
Location of main Council office and accessibility details	Website Hard Copy – contact Clerk	Free Free
Staffing structure	Website Hard Copy – contact Clerk	Free Free

## **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)  
Current and previous financial year as a minimum

<b>Information to be published</b>	<b>How the information can be obtained</b>	<b>Cost</b>
Annual return form and report by auditor	Website Hard Copy – contact Clerk	Free Free
Finalised budget	Website Hard Copy – contact Clerk	Free Free
Precept	Website Hard Copy – contact Clerk	Free Free
Borrowing Approval Letter	Website Hard Copy – contact Clerk	Free Free
Financial Standing Orders and Regulations	Hard Copy – contact Clerk	Free
Grants given and received	Website Hard Copy – contact Clerk	Free Free
List of current contracts awarded and value of contracts	Website Hard Copy – contact Clerk	Free Free
Members allowances and expenses	Website Hard Copy – contact Clerk	Free Free

### **Class 3 – What our priorities are and how we are doing**

(Strategies and plans, performance indicators, audits, inspections and reviews)

<b>Information to be published</b>	<b>How the information can be obtained</b>	<b>Cost</b>
<del>Parish Plan (current and previous year as a minimum)</del>		
Annual Report to Parish Meeting (Current and previous year as a minimum)	Website Hard Copy – contact Clerk	Free Free
Quality Status	Hard Copy – contact Clerk	Free
<del>Local charters drawn up in accordance with DCLG guidelines</del>		

## Class 4 – How we make decisions

(Decision making processes and records of decisions)

Current and previous council year as a minimum

<b>Information to be published</b>	<b>How the information can be obtained</b>	<b>Cost</b>
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Website Hard Copy – contact Clerk One stop shop/Library	Free Free Free
Agenda of meetings (as above)	Website Hard Copy – contact Clerk One stop shop/Library	Free Free Free
Minutes of Meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting	Website Hard Copy – contact Clerk One stop shop/Library	Free 20p per sheet Free
Reports presented to Council meetings – nb this will exclude information that is properly regarded as private to the meeting	Hard Copy – contact Clerk	20p per sheet
Responses to consultation papers	Hard Copy – contact Clerk	Free
Responses to planning applications	Website Hard copy – contact Clerk	Free Free
<del>Bye-Laws</del>		

## Class 5 – Our policies and procedures

(Current written protocols, policies and procedures for delivering our services and responsibilities)  
Current information only

Information to be published	How the information can be obtained	Cost
<p>Policies and procedures for the conduct of council business:</p> <p>Procedural standing orders  <del>Committee and sub-committee terms of reference</del>  <del>Delegated authority in respect of officers</del>            Code of Conduct  <del>Policy statements</del></p>	<p>Hard Copy – contact Clerk</p> <p>Hard Copy – contact Clerk</p>	<p>Free</p> <p>Free</p>
<p>Policies and procedures for the provision of services and about the employment of staff:</p> <p><del>Internal policies relating to the delivery of services</del>  <del>Equality and diversity policy</del>            Health and Safety  <del>Recruitment policies (including current vacancies)</del>            Policies and procedures for handling requests for information</p>	<p>Website            Hard Copy – contact Clerk</p>	<p>Free            Free</p>
<p><del>Complaints procedures (including those covering requests for information and operating the publication scheme)</del></p>	<p>Website            Hard Copy – contact Clerk</p>	<p>Free            Free</p>
<p><del>Information security policy</del></p>		
<p><del>Records management policies (records, retention, destructive and archive)</del></p>		
<p>Schedule of charges for the publication of information</p>	<p>Website            Hard Copy – contact Clerk</p>	<p>Free            Free</p>

## Class 6 – Lists and Registers

Currently maintained lists and registers only

<b>Information to be published</b>	<b>How the information can be obtained</b>	<b>Cost</b>
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	Hard Copy – contact Clerk	Free
Assets Register	Hard Copy – contact Clerk	Free
<del>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)</del>		
Register of members interests	Hard Copy – contact Clerk	Free
<del>Register of gifts and hospitality</del>		

## **Class 7 – The services we offer**

(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)  
Current information only

<b>Information to be published</b>	<b>How the information can be obtained</b>	<b>Cost</b>
Allotments	Hard Copy – contact Clerk	Free
Burial grounds and closed church yards	Hard Copy – contact Clerk	Free
Community centres and village halls	Hard Copy – contact Clerk	Free
Parks, playing fields and recreational facilities	Hard Copy – contact Clerk	Free
Seating, litter bins, clocks, memorials and lighting	Hard Copy – contact Clerk	Free
Bus Shelters	Hard Copy – contact Clerk	Free
Markets	Hard Copy – contact Clerk	Free
Public conveniences	Hard Copy – contact Clerk	Free
Agency agreements	Hard Copy – contact Clerk	Free
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Hard Copy – contact Clerk	Free

**SCHEDULE OF CHARGES**

<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>
Disbursement cost	Photocopying @20p per sheet (black and white) Photocopying @30p per sheet (colour)