

**Information available from BARNTON Parish
publication scheme**

Council under the model

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>	<p>WEBSITE</p> <p>HARD COPY</p>	<p>FREE</p> <p>MINIMUM FEE £5.00</p>
<p>Who's who on the Council and its Committees</p>	<p>AS ABOVE</p>	<p>AS ABOVE</p>
<p>Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))</p>	<p>AS ABOVE</p>	<p>AS ABOVE</p>
<p>Location of main Council office and accessibility details</p>	<p>NOT APPLICABLE</p>	
<p>Staffing structure</p>	<p>NOT APPLICABLE</p>	
<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>	<p>WEBSITE</p> <p>HARD COPY</p>	<p>FREE</p> <p>MINIMUM FEE £5.00</p>
<p>Annual return form and report by auditor</p>	<p>AS ABOVE</p>	<p>AS ABOVE</p>

Finalised budget	WEBSITE	FREE
Precept	HARD COPY	MINIMUM FEE £5.00
Borrowing Approval letter	NOT APPLICABLE	
Financial Standing Orders and Regulations	WEBSITE	FREE
Grants given and received	HARD COPY	MINIMUM FEE £5.00
List of current contracts awarded and value of contract	HARD COPY	MINIMUM FEE £5.00
Members' allowances and expenses		
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)		
Parish Plan (current and previous year as a minimum)	WEBSITE	FREE
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	HARD COPY	MINIMUM FEE £5.00
Parish Plan (current and previous year as a minimum)	AS ABOVE	AS ABOVE
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	AS ABOVE	AS ABOVE
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)		
Current and previous council year as a minimum	WEBSITE	FREE
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	HARD COPY	MINIMUM FEE £5.00
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	AS ABOVE	AS ABOVE
Agendas of meetings (as above)	AS ABOVE	AS ABOVE
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	AS ABOVE	AS ABOVE

Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	WEBSITE	FREE
Responses to consultation papers	HARD COPY	MINIMUM FEE £5.00
Responses to planning applications		
Bye-laws	HARD COPY	MINIMUM FEE £5.00
Class 5 – Our policies and procedures		
(Current written protocols, policies and procedures for delivering our services and responsibilities)	WEBSITE	FREE
Current information only	HARD COPY	MINIMUM FEE £5.00
Policies and procedures for the conduct of council business:	WEBSITE	FREE
Procedural standing orders	HARD COPY	MINIMUM FEE £5.00
Committee and sub-committee terms of reference		
Delegated authority in respect of officers		
Code of Conduct		
Policy statements		
Policies and procedures for the provision of services and about the employment of staff:	HARD COPY	MINIMUM FEE £5.00
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)	HARD COPY	MINIMUM FEE £5.00
Information security policy		
Records management policies (records retention, destruction and archive)		
Data protection policies	WEBSITE	FREE
Schedule of charges)for the publication of information)	HARD COPY	MINIMUM FEE £5.00
Class 6 – Lists and Registers		
Currently maintained lists and registers only	WEBSITE HARD COPY (Some information in this category is available by Inspection only)	FREE MINIMUM FEE £5.00
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	HARD COPY	MINIMUM FEE £5.00
Assets Register	WEBSITE & HARD COPY	FREE MIN. FEE £5.00
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)	NOT APPLICABLE	
Register of members' interests	AVAILABLE FOR INSPECTION ONLY	
Register of gifts and hospitality	HARD COPY	MINIMUM FEE £5.00
Class 7 – The services we offer		
(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)	WEBSITE HARD COPY (Some information in this category is available by inspection only)	FREE MINIMUM FEE £5.00
Current information only		
Allotments	HARD COPY AND INSPECTION ONLY	MINIMUM FEE £5.00
Burial grounds and closed churchyards		

Community centres and village halls	NOT APPLICABLE	
Parks, playing fields and recreational facilities	WEBSITE	FREE
Seating, litter bins, clocks, memorials and lighting	HARD COPY	MINIMUM FEE £5.00
Bus shelters	HARD COPY	MINIMUM FEE £5.00
Markets	NOT APPLICABLE	
Public conveniences	NOT APPLICABLE	
Agency agreements	NOT APPLICABLE	
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	HARD COPY	MINIMUM FEE £5.00
Additional Information		
This will provide Councils with the opportunity to publish information that is not itemised in the lists above		

Contact details: MR C. R. GARTON, CLERK TO THE PARISH COUNCIL
 CLERK'S OFFICE, 68 LYDYETT LANE, BARNTON,
 NORTHWICH, CHESHIRE, CW8. 4JT.
 TELEPHONE 01606 76468. E. MAIL crgarton@aol.com

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	There is a Minimum Charge of £5.00 for providing information in hard copy (Where the cost is likely to exceed this amount persons will be advised accordingly)	Actual Cost* To include Clerk's Time, Postage, Photocopying, Issuing of Receipt. Banking of Fee (Clerk's Travelling Allowance to do so)
Statutory Fee	NOT APPLICABLE	In accordance with the relevant legislation (quote the actual statute)
Other		

* the actual cost incurred by the public authority