



ALDERLEY EDGE COAT OF ARMS

DESIGNED AND ILLUSTRATED BY GORDON CLARKE FROM 2004 NOVEMBER 2007

Information available from Alderley Edge Parish Council under the model publication scheme (2008)

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>		
Who's who on the Council and its Committees	Hard Copy / Electronic / Website	Nil

Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Hard Copy / Electronic / Website	Nil
Location of main Council office and accessibility details	Hard Copy / Electronic / Website	Nil
Staffing structure	Hard Copy	Nil
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		
Annual return form and report by auditor	Hard Copy / Electronic / Website	Nil
Finalised budget	Hard Copy / Electronic / Website	Nil
Precept	Hard Copy / Electronic	Nil
Borrowing Approval letter	Hard Copy	Nil
Financial Standing Orders and Regulations	Hard Copy / Electronic / Website	£2 each
Grants given and received	Hard Copy if applicable	Nil
List of current contracts awarded and value of contract	Hard Copy if applicable / by reference to minutes	Nil
Members' allowances and expenses	Not applicable except for travelling expenses included in Minutes Hard copy if applicable	Nil

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)	Not currently applicable	Nil
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Hard Copy / Electronic / Website	Nil
Quality status	Not currently applicable	Nil
Local charters drawn up in accordance with DCLG guidelines	Not currently applicable	Nil
Class 4 – How we make decisions (Decision making processes and records of decisions)		
Current and previous council year as a minimum		
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Hard Copy / Electronic / Website / Notice Board	Nil
Agendas of meetings (as above)	Hard Copy / Electronic / Website / Notice Board	Nil
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Hard Copy / Electronic / Website / Notice Board	Nil
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Hard Copy	Nil
Responses to consultation papers	Hard Copy if applicable	Nil
Responses to planning applications	Hard Copy / Electronic / Website / Minutes	Nil
Bye-laws	Not currently applicable	Nil

<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>		
<p>Policies and procedures for the conduct of council business:</p> <p>Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements</p>	<p>Hard Copy / Electronic N/A N/A Hard Copy / Electronic N/A</p>	<p>£2 Nil Nil Nil Nil</p>
<p>Policies and procedures for the provision of services and about the employment of staff:</p> <p>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)</p>	<p>N/A</p> <p>Hard Copy Hard Copy Hard Copy Hard Copy Hard Copy Hard Copy</p>	
<p>Information security policy</p>	<p>Hard Copy</p>	
<p>Records management policies (records retention, destruction and archive)</p>	<p>Hard Copy</p>	
<p>Data protection policies</p>	<p>Hard Copy</p>	
<p>Schedule of charges)for the publication of information)</p>	<p>Hard Copy</p>	

Class 6 – Lists and Registers		
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)	N/A	
Assets Register	Hard Copy / Electronic / Website	Nil
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	
Register of members' interests	Hard Copy / Inspection	Nil
Register of gifts and hospitality	Hard Copy / Inspection	Nil
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		
Allotments	N/A	
Burial grounds and closed churchyards	N/A	
Community centres and village halls	Hard Copy / Electronic / website	
Parks, playing fields and recreational facilities	N/A	
Seating, litter bins, clocks, memorials and lighting	Hard Copy / Electronic / Website	
Bus shelters	N/A	
Markets	N/A	

Public conveniences	N/A	
Agency agreements	N/A	
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	N/A	
Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above		

Contact details:

Anne Ross, Parish Clerk – Tel 01625 582400 or email: [Contacts Page](#)

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 @ 10p per sheet (black & white)	Actual cost *
	Photocopying @ 20p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)
Other		

* the actual cost incurred by the public authority