

# Information available from Over Alderley Parish Council under the Freedom of Information Act model publication scheme

This template guide covers only information we currently hold. If we do not hold some of the information listed below, we will mark it as 'not held' in the table.

Information to be published	How the information can be obtained	Cost
<p><b>Class 1 - Who we are and what we do</b>            (Organisational information, structures, locations and contacts)            Current information only</p>		
List of Council members and their responsibilities as well a list of Council Committees	Website / electronic copy / hard copy	Nil
Details of any representation on local public bodies	Website / electronic copy / hard copy	Nil
Postal and email address Contact details for Parish Clerk and Council members Where possible, provide named contacts including contact phone numbers and email addresses	Website / electronic copy / hard copy	Nil
Location of main Council office and accessibility details	Not held	N/A
Staffing structure	Website / electronic copy / hard copy	Nil
<p><b>Class 2 – What we spend and how we spend it</b>            (Financial information about projected and actual income and expenditure, procurement, contracts and financial audit)            Current and previous financial year as a minimum</p>		
Statement of accounts and internal audit report in the format included in the Annual Return form	Website / electronic copy / hard copy	Nil
Finalised budget	Website / electronic copy / hard copy	Nil
Precept	Website / electronic copy / hard copy	Nil
Borrowing Approval letter	Not held	N/A
All items of expenditure above £100	Website / electronic copy / hard copy	Nil
Financial Standing Orders and Regulations	Website / electronic copy / hard copy	Nil
Grants given and received	Website / electronic copy / hard copy	Nil
List of current contracts awarded and value of contract	Not held	N/A
Members' allowances and expenses	Not held	N/A

<p><b>Class 3 – What our priorities are and how we are doing</b>  (Strategies and plans, performance indicators, audits, inspections and reviews)  Current and previous year as a minimum</p>		
Annual governance statement in format included in the Annual Return form	Website / electronic copy / hard copy	Nil
Parish Plan	Not held	N/A
Annual Report to Parish or Community Meeting	Website / electronic copy / hard copy	Nil
Quality status	Not held	N/A
Local charters drawn up in accordance with DLUHC’s guidelines	Not held	N/A
Data Protection impact assessments (in full or summary format) or any other impact assessment (eg Health & Safety Impact Assessment, Equality Impact Assessments etc), as appropriate and relevant	Not held	
<p><b>Class 4 – How we make decisions</b>  (Decision making processes and records of decisions)  Current and previous council year as a minimum</p>		
Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	Website / electronic copy / hard copy	Nil
Agendas of meetings (as above)	Website / electronic copy / hard copy	Nil
Minutes of meetings (as above) – exclude material that is properly considered to be exempt from disclosure	Website / electronic copy / hard copy	Nil
Reports presented to council meetings – exclude material that is properly considered to be exempt from disclosure	Website / electronic copy / hard copy	Nil
Responses to consultation papers	Website / electronic copy / hard copy	Nil
Responses to planning applications	Website / electronic copy / hard copy	Nil
Bye-laws	Not held	N/A
<p><b>Class 5 – Our policies and procedures</b>  (Current written protocols, policies and procedures for delivering our services and responsibilities)  Current information only</p>		
Policies and procedures for the conduct of Council business: <ul style="list-style-type: none"> <li>• Procedural standing orders</li> <li>• Committee and sub-committee terms of reference</li> <li>• Delegated authority in respect of officers</li> <li>• Code of Conduct</li> <li>• Policy statements</li> </ul>	Website / electronic copy / hard copy Not held Website / electronic copy / hard copy Website / electronic copy / hard copy Website / electronic copy / hard copy	Nil N/A Nil Nil Nil

Policies and procedures for the provision of services and about the employment of staff: <ul style="list-style-type: none"> <li>• Internal instructions to staff and policies relating to the delivery of services</li> <li>• Equality and diversity policy</li> <li>• Health and safety policy</li> <li>• Recruitment policies and details of current vacancies</li> <li>• Policies and procedures for handling requests for information</li> <li>• Complaints procedures (including those covering requests for information and operating the publication scheme)</li> </ul>	Not held Not held Not held Not held Website / electronic copy / hard copy Website / electronic copy / hard copy	N/A N/A N/A N/A Nil Nil
Records management, personal data and access to information policies Include information security policies, records retention, destruction and archive policies, and data protection (including data sharing and CCTV usage) policies		
<b>Class 6 – Lists and Registers</b> Currently maintained lists and registers only.	(some information may only be available by inspection)	
Information legally required to hold in publicly available registers (in most circumstances existing access provisions will suffice)	Electronic copy / hard copy	Nil
Assets register, including details of public land and building assets	Website / electronic copy / hard copy	Nil
Disclosure log indicating the information provided in response to FOIA and EIR requests. These are recommended as good practice	Not held	N/A
Register of members' interests	Website / electronic copy / hard copy	Nil
Register of gifts and hospitality	Not held	N/A
<b>Class 7 – The services we offer</b> (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only	(some information may only be available by inspection)	
Allotments	Electronic copy / hard copy	Nil
Burial grounds and closed churchyards	Not held	N/A
Community centres and village halls	Not held	N/A
Parks, playing fields and recreational facilities	Not held	N/A
Seating, litter bins, clocks, memorials and lighting	Website / electronic copy / hard copy	Nil
Bus shelters	Not held	N/A
Markets	Not held	N/A
Public conveniences	Not held	N/A
Agency agreements	Not held	N/A
Services for which we are entitled to recover a fee and details of those fees (eg burial fees)	Not held	N/A

<b>Additional Information</b> Information not itemised in the lists above		
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## Schedule of charges

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
<b>Disbursement cost</b>	Photocopying per sheet (black & white)	Actual cost * (To be notified prior to provision of information)
	Photocopying per sheet (colour)	Actual cost * (To be notified prior to provision of information)
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Statutory Fee</b>		In accordance with the relevant legislation (quote the actual statute)
<b>Other</b>		

- the actual cost incurred
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**Over Alderley Parish Council reserves the right to charge for the provision of information, in accordance with the above schedule, where large quantities of information are requested. Where possible, information will be provided free of charge.**