

## Information available from Alderley Edge Parish Council under the Model Publication Scheme (Details as at 1 January 2009)

Information to be published	How the information can be obtained	Cost (plus postage)
<b>Class 1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts)  This will be current information only		
Who's who on the Council and its Committees	Website/Hard Copy	Free
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website/Hard Copy	Free
Location of main Council office and accessibility details	Website/Hard Copy	Free
Staffing structure	Available on request	Free
<b>Class 2 – What we spend and how we spend it</b> (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	Free
Finalised budget	Hard Copy	Free
Precept	Hard Copy	Free
Borrowing Approval letter	N/A	N/A
Financial Standing Orders and Regulations	Hard Copy	Free
Grants given and received	Hard Copy	Free
List of current contracts awarded and value of contract	Hard Copy	Free
Members' allowances and expenses	Hard Copy	Free

<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)		
Parish Plan (current and previous year as a minimum)	First Edition being written	Free
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Website/Hard Copy	Free
Quality status	N/A	N/A
Local charters drawn up in accordance with DCLG guidelines	N/A	N/A
<b>Class 4 – How we make decisions</b> (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)	Website/Hard Copy	Free
Agendas of meetings (as above)	Website/Hard Copy	Free
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Website/Hard Copy	Free
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Hard Copy	Free
Responses to consultation papers	Hard Copy	Free
Responses to planning applications	Website/Hard Copy	Free
Bye-laws	Hard Copy (if any)	Free

<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:</p> <p>Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements</p>	Hard Copy (where they exist)	Free
<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>	Hard Copy (where they exist)	Free
Information security policy	N/A	N/A
Records management policies (records retention, destruction and archive)	N/A	N/A
Data protection policies	N/A	N/A
Schedule of charges (for the publication of information)	N/A	N/A

<b>Class 6 – Lists and Registers</b>		
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	N/A
Assets Register	Available to Inspect	Free
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)	N/A	N/A
Register of members' interests	Available to Inspect	Free
Register of gifts and hospitality	Available to Inspect	Free
<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		
Allotments	N/A	N/A
Burial grounds and closed churchyards	N/A	N/A
Community centres and village halls	N/A	N/A
Parks, playing fields and recreational facilities	N/A	N/A
Seating, litter bins, clocks, memorials and lighting	N/A	N/A
Bus shelters	N/A	N/A
Markets	N/A	N/A
Public conveniences	N/A	N/A
Agency agreements	N/A	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	N/A

**Contact details:**

**Kevin Ranshaw, Clerk, Festival Hall, Talbot Road, Alderley Edge, Cheshire SK9 7HR**  
**Tel: 01625 582400      E-mail: [clerk@alderleyedge.eu](mailto:clerk@alderleyedge.eu)      Website: [www.alderleyedge.eu](http://www.alderleyedge.eu)**

# 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	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
Other		