

## Section 12 – Freedom of Information

Information available from Great Budworth Parish Council under the model publication scheme

Website: [www.greatbudworth.com](http://www.greatbudworth.com)

Adopted by Great Budworth Parish Council on the 8<sup>th</sup> May 2017

Information to be published	How the information can be obtained	Cost
<b>Class1 - Who we are and what we do</b>		
Who's who on the Council and its Committees	Website Hard copy – contact Parish Clerk	Free
Contact details for Parish Clerk and Council members	Website: <a href="http://www.greatbudworth.com">www.greatbudworth.com</a> Hard copy – contact Parish Clerk	Free
Location of main Council office	Great Budworth Parish Council 6 Massey Avenue Hartford Northwich Cheshire CW8 1RF	Free
<b>Class 2 – What we spend and how we spend it</b> (Financial information relating to projected and actual income and expenditure and financial audit)  Current and previous financial year as a minimum	All documents available for inspection from the Parish Clerk.  Previous years' financial information available at <a href="http://www.greatbudworth.com">www.greatbudworth.com</a>	Free

Annual return form and report by auditor	Hard copy – contact Parish Clerk	10p/sheet
Finalised budget	Hard copy – contact Parish Clerk	Free
Precept	Hard copy – contact Parish Clerk	Free
Financial Standing Orders and Regulations	Hard copy – contact Parish Clerk	Free
Grants given and received	Hard copy – contact Parish Clerk	10p/sheet
<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)	All documents available for inspection from Parish Clerk	Free
Parish Plan	Hard copy – contact Parish Clerk	Free
Annual Report to Parish Meeting (current and previous year as a minimum)	Website: <a href="http://www.greatbudworth.com">www.greatbudworth.com</a> Hard copy – contact Parish Clerk	Free
<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions)		
Current and previous council year as a minimum	All documents available for inspection from Parish Clerk  Website: <a href="http://www.greatbudworth.com">www.greatbudworth.com</a>	Free
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Website: <a href="http://www.greatbudworth.com">www.greatbudworth.com</a> Parish Noticeboard	Free

	Hard copy – contact Parish Clerk	
Agendas of meetings (as above)	Website: <a href="http://www.greatbudworth.com">www.greatbudworth.com</a> Parish Noticeboard Hard copy – contact Parish Clerk	Free
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as confidential to the meeting.	Website: <a href="http://www.greatbudworth.com">www.greatbudworth.com</a> Available for inspection – contact Parish Clerk Hard copy – contact Parish Clerk	Free
Reports presented to council meetings - nb this will exclude information that is properly regarded as confidential to the meeting.	Reports available for inspection from Parish Clerk Hard copy – contact Parish Clerk	Free
Responses to consultation papers	Responses available for inspection from Parish Clerk Hard copy – contact Parish Clerk	Free
Responses to planning applications	Website (minutes): <a href="http://www.greatbudworth.com">www.greatbudworth.com</a> Responses available for inspection from Clerk Hard copy – contact Parish Clerk	Free
<b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities)  Current information only	All documents available for inspection from Parish Clerk	Free
Policies and procedures for the conduct of council business:  Procedural standing orders Committee and sub-committee terms of reference Code of Conduct Policy statements	Hard copies of all documents available from Parish Clerk.  Hard copy please contact Parish Clerk	Free  10p/sheet
Policies and procedures for the provision of services and about the employment of staff:	Documents available for inspection from Parish Clerk	Free

Internal policies relating to the delivery of services Equal Opportunities policy Health and safety policy Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme)	Hard copies of documents - contact Parish Clerk	10p/sheet  Free
Data protection policies	Document available for inspection from Parish Clerk Hard copy - contact Parish Clerk	Free 10p/sheet
Schedule of Charges (for the publication of information)	Available at the end of this document.	Free
<b>Class 6 – Lists and Registers</b>		
Currently maintained lists and registers only	All documents available from Parish Clerk Website: <a href="http://www.greatbudworth.com">www.greatbudworth.com</a>	Free
Assets Register	Document available for inspection from Parish Clerk.  Hard copy - contact Parish Clerk	Free 10p/sheet
Register of members' interests	Available for inspection from Parish Clerk. Hard copy - contact Parish Clerk Website: <a href="http://www.greatbudworth.com">www.greatbudworth.com</a>	Free 10p/sheet
Register of gifts and hospitality	Available for inspection from Parish Clerk Hard copy - contact Parish Clerk	Free 10p/sheet

## Contact details:

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## SCHEDULE OF CHARGES

<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b>BASIS OF CHARGE</b>
<b>Disbursement cost</b>	Photocopying @ 10p per sheet (black & white)	Copying 0.6p, Paper and Administration charge 9.4p per copy
	Photocopying @ 26p per sheet (colour)	Copying 16.6p, Paper and Administration charge 9.4p per copy
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Statutory Fee</b>	Not applicable	In accordance with the relevant legislation (quote the actual statute)

\* the actual cost incurred by the public authority