

Publication Scheme (Freedom of Information)

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

Website: www.greatbudworth.com For hard copies of documents please contact Parish Clerk.

Information to be published	How the information can be obtained	Cost
Class1 - Who we are and what we do		
Who's who on the Council and its Committees	Website (Who are your Parish Councillors) Hard copy	Free
Contact details for Parish Clerk and Council members	Website (Contact us) Hard copy	Free
Address	Great Budworth Parish Council c/o The Parish Hall Smithy Lane Great Budworth Northwich Cheshire CW9 6HL	
Class 2 – What we spend and how we spend it Financial information relating to income and expenditure (projected and actual) and financial audit. Current and previous year as a minimum.		
Annual Governance and Accountability Return (AGAR)	Website (Documents / Agenda and Budget) Hard copy	10p/sheet
Internal and External Audit Reports and Certificates	Website (Documents / Agenda and Budget) Hard copy	Free
Finalised budget and bi-monthly updates	Website (Documents / Agenda and Budget) Hard copy	10p/sheet
Precept	Website (Documents / Agenda and Budget) Hard copy	Free
Financial Regulations	Website (Documents / Policies) Hard copy	10p/sheet
Grants given and received	Website (Documents / Minutes) Hard copy	Free

Class 3 – What our priorities are and how we are doing Strategies and plans, performance indicators, audits, inspections and reviews		
Parish Plan 2011	Hard copy	10p/sheet
Annual Report to Parish Meeting. Current and previous year as a minimum.	Website (Documents / Agenda and Minutes) Hard copy	Free
Parking Surveys and Reports	Website (Documents / Other documents) Hard copy	10p/sheet
Class 4 – How we make decisions Decision making processes and records of decisions. Current and previous year as a minimum		
Timetable of meetings (Parish Council, Committee meetings and Parish Meetings)	Website (Parish Council Meetings Information) Hard copy	Free
Agendas for meetings	Website (Documents / Agenda) Parish Noticeboard at least 3 days before Hard copy	10p/sheet
Minutes of meetings – NB this will exclude information that is properly regarded as confidential to the meeting.	Website (Documents / Minutes) Hard copy	10p/sheet
Reports presented to council meetings - NB this will exclude information that is properly regarded as confidential to the meeting.	Website (Documents / Agenda) Hard copy	10p/sheet
Responses to consultation papers	Website (Documents / Minutes) Hard copy	Free
Responses to planning applications	Website (Documents / Minutes) Hard copy	Free

Class 5 – Our policies and procedures Current written protocols, policies and procedures for delivering our services and responsibilities.		
Policies and procedures for the conduct of council business: Procedural Standing Orders Committee and Sub-committee Terms of Reference Code of Conduct Policy statements	Website (Documents / Policies) Hard copy	10p/sheet
Policies and procedures for the provision of service and about the employment of staff: Grant Awarding Policy Complaints Procedure Training Policy	Website (Documents / Policies) Hard copy	10p/sheet
Policies and procedures for handling information: GDPR / Privacy Publication Scheme	Website (Documents / Policies) Hard copy	10p/sheet
Class 6 – Lists and Registers Currently maintained lists and registers only		
Assets Register	Website (Documents / Other documents) Hard copy	10p/sheet
Risk Register	Website (Documents / Other documents) Hard copy	10p/sheet
Register of members' interests	Hard copy	10p/sheet

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SCHEDULE OF CHARGES

Photocopying @ 10p per sheet (black & white)
Photocopying @ 26p per sheet (colour)
Postage @ actual cost of Royal Mail Standard 2nd Class.