**Great Budworth Parish Council Publication Scheme (Freedom of Information)**

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

**Website:** [**www.greatbudworth.com.**](http://www.greatbudworth.com/) **For hard copies of documents please contact Parish Clerk**

Adopted: 08/05/17

Reviewed: ~~9/7/23~~ 07/05/24

Next Review: March 2025

|  |  |  |
| --- | --- | --- |
| **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 (Great Budworth Parish Council/Who are your Parish Councillors)  | Free  |
| Contact details for Parish Clerk and Council members  | Website (Contact us)  | 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 (Great Budworth Parish Council/Documents/Financial Documents) or by requestHard copy  | Free or10p/sheet  |
| Internal and External Audit Reports and Certificates   | Website (Great Budworth Parish Council/Documents/Financial Documents) or by requestHard copy  | Free or10p/sheet |
| Finalised budget  | Website (Great Budworth Parish Council/Documents/Budget) or by requestHard copy  |  Free or10p/sheet |
| Precept  | Website (Great Budworth Parish Council/Documents/Financial Documents) or by requestHard copy  |  Free or10p/sheet |
| Financial Regulations  | Website (Great Budworth Parish Council/Documents/Policies) or by requestHard copy  |  Free or10p/sheet |
| Grants given and received  | By requestHard copy  | Free or10p/sheet |

|  |  |  |
| --- | --- | --- |
| **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 (Great Budworth Parish Council/Documents/Minutes) or by requestHard copy  |  Free or10p/sheet |
| Parking Surveys and Reports  | By Request orHard copy | Free or10p/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 (Great Budworth Parish Council/Parish Council Meetings Information) or by requestHard copy   |  Free or10p/sheet |
| Agendas for meetings  | Website (Great Budworth Parish Council/Documents/Agenda) Parish Noticeboard at least 3 days before or by requestHard copy   | Free 10p/sheet  |
| Minutes of meetings – NB this will exclude information that is ~~properly~~ regarded as confidential to the meeting  | Website (Great Budworth Parish Council/Documents/Minutes) or by requestHard copy  |  Free or10p/sheet |
| Reports presented to council meetings - NB this will exclude information that is ~~properly~~ regarded as confidential to the meeting | Website (Great Budworth Parish Council/Documents/Agenda) or by requestHard copy  |  Free or10p/sheet  |
| Responses to consultation papers  | Website (Great Budworth Parish Council/Documents/Minutes) or by requestHard copy   | Free or10p/sheet |
| Responses to planning applications  | Website (Great Budworth Parish Council/Documents/Minutes) or by requestHard copy  |  Free or10p/sheet  |

|  |  |  |
| --- | --- | --- |
| **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 (Great Budworth Parish Council/Documents/Policies) or by requestHard copy  |  Free or10p/sheet |
| Policies and procedures for the provision of service and about the employment of staff: Grant Awarding Policy Complaints Procedure Training Policy   | Website (Great Budworth Parish Council/Documents/Policies) or by requestHard copy   |  Free or10p/sheet |
| Policies and procedures for handling information: GDPR / Privacy Publication Scheme  | Website (Great Budworth Parish Council/Documents/Policies) Hard copy  |  Free or10p/sheet |
| **Class 6 – Lists and Registers** Currently maintained lists and registers only   |   |   |
| Assets Register  | Website (Great Budworth Parish Council/Documents/Other~~)~~ Hard copy  |  Free or10p/sheet  |
| Risk Register   | Website (Great Budworth Parish Council/Documents/Other) Hard copy   | Free or10p/sheet |
| Register of members’ interests  | A copy should also be on the website, I will addWebsite (Great Budworth Parish Council Documents/Who are your parish councillors) Hard copy  | Free or10p/sheet  |
|   |   |   |

**Contact details:**

Caroline Constable

Clerk to Great Budworth Parish Council c/o The Parish Hall Smithy Lane

Great Budworth

Northwich

Cheshire

CW9 6HL

greatbudworthparishclerk@gmail.com

**SCHEDULE OF CHARGES**

Photocopying @ 10p per sheet (black & white)

Photocopying @ 26p per sheet (colour)

Postage @ actual cost of Royal Mail Standard 2nd Class Stamp

Log:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Points Changed** | **Changes** | **Date** | **Changes perfomed by** | **Agreed at PC meeting** | **Signed** |
| All highlighted and strikethrough areas (see original draft for changes) | Minor grammar & consistency changes over whole document.Addition of new header and Log | 26/03/24 | C Constable |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |