**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

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| **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 request  Hard copy | Free or  10p/sheet |
| Internal and External Audit Reports and Certificates | Website (Great Budworth Parish Council/Documents/Financial Documents) or by request  Hard copy | Free or  10p/sheet |
| Finalised budget | Website (Great Budworth Parish Council/Documents/Budget) or by request  Hard copy | Free or  10p/sheet |
| Precept | Website (Great Budworth Parish Council/Documents/Financial Documents) or by request  Hard copy | Free or  10p/sheet |
| Financial Regulations | Website (Great Budworth Parish Council/Documents/Policies) or by request  Hard copy | Free or  10p/sheet |
| Grants given and received | By request  Hard copy | Free or  10p/sheet |

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| **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 request  Hard copy | Free or  10p/sheet |
| Parking Surveys and Reports | By Request or  Hard copy | Free or  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 (Great Budworth Parish Council/Parish Council Meetings Information) or by request  Hard copy | Free or  10p/sheet |
| Agendas for meetings | Website (Great Budworth Parish Council/Documents/Agenda)  Parish Noticeboard at least 3 days before or by request  Hard 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 request  Hard copy | Free or  10p/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 request  Hard copy | Free or  10p/sheet |
| Responses to consultation papers | Website (Great Budworth Parish Council/  Documents/Minutes) or by request  Hard copy | Free or  10p/sheet |
| Responses to planning applications | Website (Great Budworth Parish Council/Documents/Minutes) or by request  Hard copy | Free or  10p/sheet |

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| **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 request  Hard copy | Free or  10p/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 request  Hard copy | Free or  10p/sheet |
| Policies and procedures for handling information:  GDPR / Privacy  Publication Scheme | Website (Great Budworth Parish Council/Documents/Policies)  Hard copy | Free or  10p/sheet |
| **Class 6 – Lists and Registers**  Currently maintained lists and registers only |  |  |
| Assets Register | Website (Great Budworth Parish Council/Documents/Other~~)~~  Hard copy | Free or  10p/sheet |
| Risk Register | Website (Great Budworth Parish Council/Documents/Other)  Hard copy | Free or  10p/sheet |
| Register of members’ interests | A copy should also be on the website, I will add  Website (Great Budworth Parish Council Documents/Who are your parish councillors)  Hard copy | Free or  10p/sheet |
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**Contact details:**

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**SCHEDULE OF CHARGES**

Photocopying @ 10p per sheet (black & white)

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

Log:

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| **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 |  |  |
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