

## Model Publication Scheme

Information to be published	How the information can be obtained	Cost
<b>Class1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts)  This will be current information only N.B. Councils should already be publishing as much information as possible about how they can be contacted.		
Who's who on the Council and its Committees	Notice Boards – Burial Board, JMC, Planning Quarry Liaison Parish Council website – in accordance with Transparency Code: membership and function of Committees	
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Notice Boards Parish Council website	
Location of main Council office and accessibility details	Clerk's Telephone number and e-mail address on website and notice boards	
Staffing structure	Clerk only staff – as above	
<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	Hard copies of the following can be obtained from the Clerk: Quarterly bank reconciliations, quarterly income/expenditure compared with budgeted amounts, Internal auditor's report  The following can be viewed by appointment with the Clerk: Records of authorised receipts and expenditure, Receipts/payments book, Bank statements, Burial Board account book, cheque and paying in books Details of all receipts and expenditure can be viewed in Financial Schedule attached to meeting minutes and published on the website	
Annual return form and report by auditor	Hard copy available from Clerk. Completion of External Audit publicised on notice boards for at least 14 days following completion of Audit	

	In accordance with Transparency Code, Annual Return Statement of Accounts, Annual Governance Statement and audit reports published on website	
Finalised budget	Hard copy available from Clerk	
Precept	Hard copy available from Clerk	
Borrowing Approval letter	N/A	
Financial Standing Orders and Regulations	Available to view or as a Hard Copy through Clerk	
Grants given and received	Hard copies available through the Clerk	
List of current contracts awarded and value of contract	Hard Copies available through Clerk when applicable	
Members' allowances and expenses	Hard copies available from the Clerk	
<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)	Parish Plan information link on website	
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Chairman's annual report is posted on Notice Boards and published on website. May be obtained as hard copy from Clerk.	
Quality status	N/A	
Local charters drawn up in accordance with DCLG guidelines	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)	Meetings advertised according to regulations, on Notice boards. Proposed timetable of meetings on website and Notice boards	
Agendas of meetings (as above)	Hard copies available on application to the Clerk and published on website	
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Available for inspection on appointment with the Clerk. Hard copies of Minutes available through Clerk Published on website	
Reports presented to council meetings - nb this will exclude information that is properly	Included within Minutes – see above	

regarded as private to the meeting.		
Responses to consultation papers	Minuted details published on website. Hard copies of written responses available on application to the Clerk	
Responses to planning applications	Minuted details published on website. Hard copies of responses available on application to the Clerk.	
Bye-laws	See Class 7: Burial Regulations available on request from the Clerk and published on website.	
<b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities)  Current information only		
Policies and procedures for the conduct of council business:		
Procedural standing orders	Standing Orders available for inspection by appointment with Clerk or can be obtained as a hard copy through Clerk	
Committee and sub-committee terms of reference	Hard copies can be obtained from the Clerk. Burial Board Committee's responsibilities are also detailed in the Burial Board regulations. Delegated authority minuted for specific working groups as arises.	
Delegated authority in respect of officers	Delegated Burial duties can be obtained from Clerk. Standing Orders and Financial Regulations refer to delegated authority	
Code of Conduct	Hard copy on application to Clerk. Copy displayed on website	
Policy statements	Risk Management Policy Statements and available to view or as a hard copy from the Clerk	

Policies and procedures for the provision of services and about the employment of staff:		
Internal policies relating to the delivery of services	See Class 7 – Burial Board regulations available from the Clerk. Regulations distributed to local Undertakers by the Parish Council.	
Equality and diversity policy	N/A	
Health and safety policy	Risk Management Policy Statements available from the Clerk	
Recruitment policies (including current vacancies)	N/A	
Policies and procedures for handling requests for information	Model Publication Scheme and Guide to Information, detailing sources and methods of disseminating information, available from the Clerk. Model and Guide advertised on the Parish Notice Boards.	
Complaints procedures (including those covering requests for information and operating the publication scheme)	Hard copy from the Clerk	
Information security policy	Hard copy available from Clerk	
Records management policies (records retention, destruction and archive)	Hard copy available from the Clerk	
Data protection policies	Hard copy available from Clerk	
Schedule of charges (for the publication of information)	Included at conclusion of this Guide to Information	
<b>Class 6 – Lists and Registers</b>	(hard copy or website; some information may only be available by inspection)	
Currently maintained lists and registers only		
Any publicly available register or list	Register of Purchased Graves and Register of Burials held by Clerk. Register of Burials available for inspection on application to Clerk. <b>Register of Purchased Graves is</b>	

	not made accessible to members of the Public due to the inclusion of names and addresses, that are considered personal information.	
Assets Register	Available for inspection on application to Clerk or as a hard copy from the Clerk. Highways, building, land assets register published on website, in accordance with Transparency Code	
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	
Register of members' interests	Held by Clerk and by Cheshire East Borough Council. Available for inspection on application to Clerk. Published on website.	
Register of gifts and hospitality	Held by Clerk and Cheshire East Borough Council. Available for inspection on application to Clerk.	
<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	(hard copy or website; some information may only be available by inspection)	
Allotments	N/A	
Burial grounds and closed churchyards	Burial Ground regulations and fees available on request to the Clerk. Local undertakers also hold details.	
Community centres and village halls	Parish Hall information can be obtained from Clerk to Parish hall Joint Management Committee or from the Caretaker. Contact details are listed on the notice boards and website	
Parks, playing fields and recreational facilities	N/A	
Seating, litter bins, clocks, memorials and lighting	Information can be sought from the Clerk regarding benches and litter bins.	
Bus shelters	Information can be sought from the Clerk regarding the 5 bus shelters owned by the Parish Council.	
Markets	N/A	
Public conveniences	N/A	
Agency agreements	N/A	
A summary of services for which the council is entitled to recover a fee, together	Burial Board only. Fees on application to the Clerk to the Parish Council.	

with those fees (e.g. burial fees)	NB Parish Hall fees on application to the Parish Hall committee	
<b>Additional Information</b> This will provide Councils with the opportunity to publish information that is not itemised in the lists above		

**Contact details: Clerk to the Parish Council, Mrs. Barbara Thorpe**

**Tel: 07717 244 537**

**E-mail: [clerk.napc@gmail.com](mailto:clerk.napc@gmail.com)**

## SCHEDULE OF CHARGES

Fees will relate only to information sought that requires an appointment with the Clerk.

Appointments will be held at Nether Alderley Parish Hall.

A fee of £5.00 will be charged to cover the costs of the Clerk's time and travel.

This charge will be reviewed on an annual basis and pending use of the service.

[Latest review and amendments at Nether Alderley Parish Council meeting, Wednesday 8<sup>th</sup> June 2016](#)

Signed..... Date.....