

Information available from Heapey Parish Council under the model publication scheme Freedom of Information Act Compliance

Information to be published	How the information can be obtained	Cost
Class 1 - Who we are and what we do		
Who's who on the Council	Noticeboard, Newsletter and Website Hard copy - contact the Clerk	Free 5p per sheet
Councillors on Committees	Hard copy - contact the Clerk	5p per sheet
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address)	Noticeboard, Newsletter and Website Hard copy - contact the Clerk	Free 5p per sheet
Location of main Council office and accessibility details	Hard copy - contact the Clerk	5p per sheet
Staffing structure	Hard copy - contact the Clerk	5p per sheet
Class 2 - What we spend and how we spend it		
Annual return form and report by auditor	View at Council meetings and Website Hard copy - contact the Clerk	5p per sheet
Finalised budget	View at Council meetings and Website Hard copy - contact the Clerk	Free 5p per sheet
Precept	View at Council meetings Hard copy - contact the Clerk	5p per sheet
Financial Regulations	View at Council meetings Hard copy - contact the Clerk	5p per sheet
Grants given and received	Hard copy - contact the Clerk	5p per sheet
List of current contracts awarded and value of contract	Hard copy - contact the Clerk (if there are any)	5p per sheet
Members' allowances and expenses	N/A	
Class 3 - What our priorities are and how we are doing		
Parish Plan (current and previous year as a minimum)	View at Council meetings Hard copy - contact the Clerk	Free £1 per copy
Annual Report to Parish (current and previous year as a minimum)	Website and Newsletter (at the time) Hard copy - contact the Clerk	Free 5p per sheet
Class 4 – How we make decisions		
Timetable of Council meetings	Noticeboard, Newsletters and Website Hard copy - contact the Clerk	Free 5p per sheet
Agendas of Council meetings	Noticeboard	Free

	Hard copy - contact the Clerk	5p per sheet
Minutes of meetings - nb this will exclude information that is properly regarded as private to the meeting.	View at Council meetings Noticeboard and Website Hard copy - contact the Clerk	Free Free 5p per sheet
Reports presented to Council meetings - nb this will exclude information that is properly regarded as private to the meeting.	View at Council meetings Hard copy - contact the Clerk	5p per sheet
Responses to consultation papers	Hard copy - contact the Clerk	5p per sheet
Responses to planning applications	Hard copy - contact the Clerk	5p per sheet
Bye-laws	Hard copy - contact the Clerk (if any)	5p per sheet
Class 5 – Our policies and procedures		
Policies and procedures for the conduct of council business: Standing Orders Delegated authority in respect of officers Code of Conduct Policy statements	View at Council meetings View at Council meetings Hard copy - contact the Clerk	Free Free 5p per sheet
Policies and procedures for the provision of services and about the employment of staff: Internal policies relating to the delivery of services Equality and diversity 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 copy - contact the Clerk	 5p per sheet
Information security policy		
Records management policies (records retention, destruction and archive)		
Data protection policies		
Schedule of charges (for the publication of information)	Hard copy - contact the Clerk	5p per sheet
Class 6 – Lists and Registers		
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	Hard copy - contact the Clerk (if held)	5p per sheet
Assets Register	Hard copy - contact the Clerk	5p per sheet
Register of members' interests	View at Council meetings Hard copy - contact the Clerk	Free 5p per sheet
Register of gifts and hospitality	View at Council meetings Hard copy - contact the Clerk	Free 5p per sheet

Class 7 – The services we offer		
Allotments	N/A	
Burial grounds and closed churchyards	N/A	
Community centres and village halls	N/A	
Parks, playing fields and recreational facilities	N/A	
Seating, litter bins, clocks, memorials and lighting	N/A	
Bus shelters	N/A	
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 with those fees (e.g. burial fees)	N/A	
Additional Information		
Risk Assessment	Hard copy - contact the Clerk	5p per sheet

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SCHEDULE OF CHARGES

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @5p per sheet (black & white)	Actual cost 0.047p (including vat) plus time.
	Photocopying (colour)	Not available
	Postage	Actual cost of Royal Mail standard 2 nd class - at the time
Statutory Fee		In accordance with the relevant legislation
Other	Parish Plan	£2 per copy