



## **Freedom of Information: Publication Scheme**

**Adopted by the Council at its meeting on 13 September  
2023**

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## Introduction

Newbold Astbury cum Moreton Parish Council is responsible for the maintenance of this publication scheme, which was approved by the Parish Council on [Date adopted property].

This publication scheme commits Newbold Astbury cum Moreton Parish Council to make information available to the public as part of its normal business activities. The information covered is included in the classes of information mentioned below, where this information is held by Newbold Astbury cum Moreton Parish Council. Additional assistance is provided to the definition of these classes in sector specific guidance manuals issued by the Information Commissioner. The scheme commits Newbold Astbury cum Moreton Parish Council to:

- Proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the authority and falls within the classifications below
- Specify the information that is held by Newbold Astbury cum Moreton Parish Council Parish Council and falls within the classifications below
- Proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within this scheme
- Produce and publish the methods by which the specific information is made routinely available so that it can be easily identified and accessed by members of the public
- Review and update on a regular basis the information Newbold Astbury cum Moreton Parish Council makes available under this scheme
- Produce a schedule of any fees charged for access to information which is made proactively available
- Make this publication scheme available to the public

## Classes of information

**Class One – Who we are and what we do:** Organisational information, locations and contacts, constitutional and legal governance.

**Class Two – What we spend and how we spend it:** Financial information relating to projected and actual income/expenditure, tendering, procurement and contracts.

**Class Three – What our priorities are and how we are doing:** Strategy and performance information, plans, assessments, inspections and reviews.

**Class Four – How we make decisions:** Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations.

**Class Five – Our policies and procedures:** Current written protocols for delivering our functions and responsibilities.

**Class Six – Lists and Registers:** Information held in registers required by law and other lists and registers relating to the functions of the authority.

**Class Seven – Services we offer:** Advice and guidance, booklets and leaflets, transactions and media releases. A description of the services offered.

The classes of information will not generally include:

- Information the disclosure of which is prevented by law, or exempt under the Freedom of Information Act, or is otherwise properly considered to be protected from disclosure.
- Information in draft form.
- Information that is no longer readily available as it is contained in files that have been placed in archive storage or is difficult to access for similar reasons.

## **The method by which information published under this scheme will be made available**

Newbold Astbury cum Moreton Parish Council will indicate clearly to the public what information is covered by this scheme and how it can be obtained.

Where it is within the capability of Newbold Astbury cum Moreton Parish Council, information will be provided on a website.

Where it is impracticable to make information available on a website or when an individual does not wish to access the information by the website, a public authority will indicate how information can be obtained by other means and provide it by those means.

In exceptional circumstances some information may be available only by viewing in person. Where this manner is specified, contact details will be provided. An appointment to view the information will be arranged within a reasonable timescale. Information will be provided in the language in which it is held or in such other language that is legally required.

Where an authority is legally required to translate any information, it will do so.

Obligations under disability and discrimination legislation and any other legislation to provide information in other forms and formats will be adhered to when providing information in accordance with this scheme.

## **Charges**

The purpose of this scheme is to make the maximum amount of information readily available at minimum inconvenience and cost to the public. Charges made by the authority for routinely published material will be justified and transparent and kept to a minimum.

Material which is published and accessed on a website will be provided free of charge. Charges may be made for information subject to a charging regime specified by Parliament. Charges may be made for actual disbursements incurred such as:

- Photocopying
- Postage and packaging
- Costs directly incurred as a result of viewing information

Charges may also be made for information provided under this scheme where they are legally authorised, they are in all the circumstances, including the general principles of the

right of access to information held by public authorities, justified and are in accordance with a published schedule or schedules of fees which is readily available to the public.

If a charge is to be made, confirmation of the payment due will be given before the information is provided. Payment may be requested prior to provision of the information.

## Written requests

Information held by a public authority that is not published under this scheme can be requested in writing, when its provision will be considered in accordance with the provisions of the Freedom of Information Act.

## Contact details

If you require a paper version of any information or want to ask whether information is available, please contact Newbold Astbury cum Moreton Parish Council by telephone, email or letter. Contact details are set out below. Alternatively you can visit our website.

Email:	clerk@astbury-parish.org.uk
Telephone:	07734 808 677
Contact address:	Clerk, Newbold Astbury cum Moreton Parish 1 Overton Meadow Overton Green Smallwood Cheshire CW11 2UP

## Information available from Newbold Astbury cum Moreton Parish Council under the publication scheme

<i>Information that is published</i>	<i>How the information can be obtained</i>	<i>Cost</i>
<b><i>Class1 – Who we are and what we do</i></b>		
<i>Organisational information, structures, locations and contacts. Current information only.</i>		
Parish councils are civil local authorities found in England and are the lowest tier of local government. They are elected corporate bodies, have variable tax raising powers, and are responsible for areas known as civil parishes.		
Who's who on the parish council — names and contact details of all councillors and our clerk, councillors' individual roles and responsibilities and their declarations of interest.	<a href="#">Website clerk &amp; councillors page</a>	Nil
There are no committees or sub-committees		
Location of main Council office and accessibility details – N/A		Nil
Staffing structure: the Clerk is the council's only staff member and is its Responsible Financial Officer (RFO)		Nil

## ***Class 2 – What we spend and how we spend it***

*Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit. Current and previous financial year as a minimum.*

- Financial information related to projected and actual income and expenditure, procurement, [Website finance page](#) Nil
- contracts and financial audit, including:
- Annual return form and report by auditor
- Finalised budget
- Precept
- Borrowing Approval letter N/A
- Grants given and received
- List of current contracts awarded and value of contract
- Members' allowances and expenses

Local Council Award Scheme – currently seeking reaccreditation In progress Nil

## ***Class 3 – What our priorities are and how we are doing***

*Strategies and plans, performance indicators, audits, inspections and reviews. Current and previous year as a minimum.*

The parish council's priorities are set out in its Business Plan. Progress on the plan will be reported [Website business plan page](#) Nil  
in the Report to the Annual Parish Meeting.

The parish council's priorities are set out in its Business Plan. Progress on the plan will be reported [Website business plan page](#) Nil  
in the Report to the Annual Parish Meeting.

Financial Standing Orders and Regulations [Website policies page](#) Nil

## ***Class 4 – How we make decisions***

*Strategies and plans, performance indicators, audits, inspections and reviews. Current and previous year as a minimum.*

The parish council makes all decisions through its regular parish council meetings, whose dates are set for the forthcoming year at the Annual Parish Council meeting. Agendas and minutes for these meetings are published in advance, on our website (agenda and draft and agreed minutes) and on the four parish notice boards (agenda and draft minutes only). Supporting papers, if any, are also published on the website.

The only exception to this principle is that when Cheshire East asks for comments on a planning or licensing application that it will decide before the next scheduled parish council meeting, the clerk to the council has delegated powers to submit comments on the application with guidance from the Chair.

Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	<a href="#">Website meetings calendar page</a>	Nil
	Parish council notice boards	
Agendas of meetings (as above) and supporting papers	<a href="#">Website agendas and supporting papers page</a>	Nil
Minutes of meetings (as above) – n.b. this will exclude information that is properly regarded as confidential	<a href="#">Website minutes page</a>	Nil
Reports presented to council meetings – n.b. this will exclude information that is properly regarded as confidential	<a href="#">Website agendas and supporting papers page</a>	Nil
Responses to consultation papers	By request	Nil
Responses to planning applications	By request	Nil
Report to the Annual Parish Meeting (not yet available).	(Not yet available)	Nil



## ***Class 5 – Our policies and procedures***

*Current written protocols, policies and procedures for delivering our services and responsibilities. Current information only.*

The parish council follows a set of protocols, policies and procedures for delivering our responsibilities.

### **Policies and procedures for the conduct of council business:**

[Website policies page](#)

Nil

- Procedural Standing Orders
- Code of Conduct (members)
- Financial regulations
- Grant and Donation policy
- Publication scheme for Parish Council information

### **Policies and procedures for the provision of services and about the employment of staff:**

Nil

- Disciplinary policy
- Grievance policy
- Training policy (with training log)
- Complaints procedures (including those covering requests for information and operating the publication scheme)
- Equality and diversity policy
- Health and safety policy
- Internal instructions to staff and policies relating to the delivery of services
- Equality and diversity policy
- Recruitment policies (including current vacancies)
- Policies and procedures for handling requests for information
- Records management policies (records retention, destruction and archive)

[Website policies page](#)

[Website policies page](#)

[Website policies page](#)

[Website policies page](#)

By request

[Website policies page](#)

By request

By request

By request

By request

By request

### ***Class 6 – Lists and Registers***

*Currently maintained lists and registers only.*

Fixed Assets register	<a href="#">Website finance page</a>	Nil
Register of members' interests	<a href="#">Website clerk &amp; councillors page</a>	Nil
Register of gifts and hospitality	<a href="#">Website clerk &amp; councillors page</a>	Nil

### ***Class 7 – The services we offer***

*Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses. Current information only.*

The parish council does not offer any services	N/A	N/A
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Other information will be made either in digital form at no cost (our preference), or on paper (by request only) based only on the costs of copying/printing and postage, and labour, if significant labour is involved, as follows:

<b><i>Type of charge</i></b>	<b><i>Description</i></b>	<b><i>Basis of charge</i></b>
Disbursement cost	Photocopying at 10p/sheet (black and white) or 50p/sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2nd class
Statutory fee	Labour at £25/hour	Sections 13(1) - 13(3) of Freedom of Information Act 2000 Reg 7(5)

Change Log

Date of adoption	Description of change
<b>13 September 2023</b>	Added further policies and procedures; reformatted to present policy template
<b>18 April 2018</b>	Initial version