

Hatherton & Walgherton Parish Council Publication Scheme

Information to be published	How the information can be obtained	Cost
<p>Class1 - Who we are and what we do</p> <p>(Organisational information, structures, locations and contacts)</p> <p>This will be current information only</p> <p>N.B. Councils should already be publishing as much information as possible about how they can be contacted.</p>		
Who's who on the Council and its Committees	hard copy cost - website (free access)	Yes
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	hard copy cost - website (free access)	Yes
Location of main Council office and accessibility details	hard copy cost - website (free access)	Yes
Staffing structure	hard copy cost - website (free access)	Yes
<p>Class 2 – What we spend and how we spend it</p> <p>(Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)</p> <p>Current and previous financial year as a minimum</p>		
Annual return form and report by auditor	hard copy cost - website (free access)	Yes
Finalised budget	hard copy cost - website (free access)	Yes
Precept	hard copy cost - website (free access)	Yes

Information to be published	How the information can be obtained	Cost
Borrowing Approval letter	None	
Financial Standing Orders and Regulations	hard copy cost - website (free access)	Yes
Grants given and received	None	
List of current contracts awarded and value of contract	None	
Members' allowances and expenses	None	
Class 3 – What our priorities are and how we are doing		
(Strategies and plans, performance indicators, audits, inspections and reviews)		
Parish Action Plan (current and previous year as a minimum)	hard copy cost - website (free access)	Yes
Annual Report to Parish Meeting (current and previous year as a minimum)	hard copy cost - website (free access)	Yes
Quality status	hard copy cost - website (free access)	Yes
Local charters drawn up in accordance with DCLG guidelines	None	
Class 4 – How we make decisions		
(Decision making processes and records of decisions)- Standing Orders and Minutes of Council and Committee Meetings		
Current and previous council year as a minimum		
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	hard copy cost - website (free access)	Yes
Agendas of meetings (as above)	hard copy cost - website (free access)	Yes
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	hard copy cost - website (free access)	Yes
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	hard copy cost - website (free access)	Yes
Responses to consultation papers	Not Currently recorded	

Information to be published	How the information can be obtained	Cost
Responses to planning applications- See Planning Log and individual responses	hard copy cost - website (free access)	Yes
Bye-laws	None	
Class 5 – Our policies and procedures		
(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 Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements	hard copy cost - website (free access)	Yes
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 Recruitment policies (including current vacancies) Policies and procedures for handling requests for information Complaint procedures (including those covering requests for information and operating the publication scheme)	hard copy cost - website (free access)	Yes
Information security policy	hard copy cost - website (free access)	Yes
Records management policies (records retention, destruction and archive)	hard copy cost - website (free access)	Yes

Information to be published	How the information can be obtained	Cost
Data protection policies	hard copy cost - website (free access)	Yes
Schedule of charges (for the publication of information)	hard copy cost - website (free access)	Yes
Class 6 – Lists and Registers		
Currently maintained lists and registers only		
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)		
Assets Register	hard copy cost - website (free access)	Yes
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)	No disclosures to date	
Register of members' interests	Link to Cheshire East website	Yes
Register of gifts and hospitality	website (free access)	
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		
Seating, litter bins, clocks, memorials and lighting	hard copy cost - website (free access)	Yes
Agency agreements	None	
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	None	
Additional Information		

Information to be published	How the information can be obtained	Cost
This will provide Councils with the opportunity to publish information that is not itemised in the lists above		

Contact details: [Abbi Miller parish.clerk@handwpc.org.uk](mailto:Abbi.Miller@handwpc.org.uk) or

**~~43-21 Mottram~~[Haydn Jones](#) Drive
Nantwich
CW5 ~~7GG~~[7NW](#)**

Schedule of Charges

Information that is available on our website is free to copy. There may be charges for some publications. If so, we will tell you that there is a charge and how much it is. We are entitled to charge for the cost of photocopying, printing and postage if we need to send information to you. This includes information we send to you in reply to a Freedom of Information request, and information that we confirm to make readily available through the Council's Publication Scheme.

Where the total cost of photocopying, printing and postage is £10 or lower, no charge will be made.

All charges are payable in advance of your request being processed.

The following charging rates apply:

- A4 black and white, single-sided 10p per sheet
- A4 black and white, double-sided 20p per sheet
- A3 black and white, single-sided 20p per sheet
- A3 black and white, double-sided 40p per sheet
- A4 colour, single-sided £1.00 per sheet
- A4 colour, double-sided £2.00 per sheet
- A3 colour, single-sided £1.50 per sheet
- A3 colour, double-sided £3.00 per sheet

Postage and packing At cost

Photographs, maps, plans etc At cost

Freedom of Information Act 2000 Requests

The Council is entitled to refuse to deal with a request, or to charge for the time taken, if it will take 2½ days or more (this amount to 18 hours of work) to deal with a request.

When estimating how long it will take to process a request, we take into account the time it will take us to locate, retrieve and extract the information requested. If we do charge for the time taken, the rate charged will be £25 per hour. For example, for 18 hours of work the charge would be £450. These costs are in addition to any costs for photocopying, printing and postage. Where possible we will work with you to look for other ways of providing the information so that your request takes less than 2½ days to deal with.

All charges are payable in advance of your request being processed. If we receive more than one request from an individual or a group, we may be able to combine them for the purposes of calculating how long it will take to deal with them, and to decide whether we will refuse to deal with them, or charge.

Adopted: 29th March 2021

Reviewed: March 2025

Next Review: March 2026