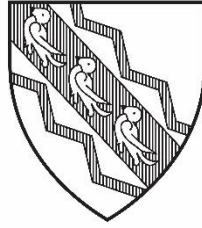


DISLEY PARISH COUNCIL



Freedom of Information Act 2000

Publication Scheme for Disley Parish Council

This model publication scheme has been prepared and approved by the Information Commissioner. It may be adopted without modification by any public authority without further approval and will be valid until further notice.

This publication scheme commits an authority 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 the authority. Additional assistance is provided to the definition of these classes in sector specific guidance manuals issued by the Information Commissioner.

The scheme commits an authority:

- 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.
- To specify the information which is held by the authority and falls within the classifications below.
- To proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within this scheme.
- To 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.
- To review and update on a regular basis the information the authority makes available under this scheme.
- To produce a schedule of any fees charged for access to information which is made proactively available.
- To make this publication scheme available to the public.

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- To publish any dataset held by the authority that has been requested, and any updated versions it holds, unless the authority is satisfied that it is not appropriate to do so; to publish the dataset, where reasonably practicable, in an electronic form that is capable of re-use; and, if any information in the dataset is a relevant copyright work and the public authority is the only owner, to make the information available for re-use under the terms of the Re-use of Public Sector Information Regulations 2015, if they apply, and otherwise under the terms of the Freedom of Information Act section 19. The term 'dataset' is defined in section 11(5) of the Freedom of Information Act. The term 'relevant copyright work' is defined in section 19(8) of that Act.

Information on any of the classes of information below is available by applying to the Parish Clerk in writing, by telephone, email or in person.

The Parish Council office is open between 9.00am and 2.00pm, Monday to Fridays.

Parish Clerk: Richard Holland
 Address: 19, Buxton Old Road, Disley SK12 2BB
 Telephone: 01663 762726
 Email: admin@disleyparishcouncil.org.uk

Information published	Information location	Cost
1. Who we are and what we do		
Contact details for Parish Clerk, Admin Assistant and Council Members	Website Hard copy	FOC
Councillor's Declaration of Acceptance of Office	Hard copy	
Location of Council Offices.	Website.	
Parish Council duties	Website Hard copy	
		FOC
2. What we spend and how we spend it		
Annual Return – Accounting Statement and Auditor's Report	Website Hard copy	FOC
Annual Finance Report	Website Distribution with Summer Newsletter. Hardcopy	FOC
Finalised budget	Hard copy.	FOC
Precept (Contained within Annual Finance Report)	Website Hard copy	FOC
Standing Orders and Financial Regulations	Website Hard copy	FOC

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Information published	Information location	Cost
Community Grants awarded	Hard copy	FOC
Chairman's allowance and Councillor expenses (Contained within Annual Finance Report)	Hard copy.	FOC
Details of contracts awarded	Hard copy	FOC
3. What our priorities are and how we are doing		
Chairman's Annual Report to Parish Meeting	Website Distribution with Summer Newsletter. Hardcopy	FOC
Quality Council status Foundation Status	Hard copy	
Annual Return and Auditor's Report	Website Hard copy	FOC
Parish Council Projects List	Hard copy	FOC
4. How we make decisions		
Meetings Schedule (Council, standing committee and Parish meetings)	Website Hard copy	FOC
Agendas of meetings (as above)	Website Hard copy Parish notice boards	FOC
Minutes of meetings (as above) – N.B this will exclude information that is properly regarded as private to the meeting.	Website Hard copy	FOC
Reports presented to council meetings (Agenda packs) - N.B. this will exclude information that is properly regarded as private to the meeting.	Hard copy.	FOC
Responses to consultation papers	Hard copy	FOC
Responses to planning applications	Cheshire East Council planning website Website - Meeting minutes Hardcopy	FOC
5. Our policies and procedures		
Standing Orders	Website Hard copy	FOC
Committee and sub-committee remits	Hard copy	FOC
Delegated authority in respect of officers (contained in Standing Orders)	Hard copy Website	FOC
Members Code of Conduct	Website Hard copy	FOC

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Information published	Information location	Cost
Delegated authority in respect of officers (contained in Standing Orders)	Hard copy Website	FOC
Members Code of Conduct	Hard copy Website	FOC
Policy statements (Community Engagement, Complaints, Equal Opportunities etc.)	Hard copy Website	FOC
Records Retention Policy	Hard copy	FOC
Data protection policy	Hard copy Website	FOC
Risk Assessments	Hard copy	FOC
Schedule of charges (for the publication of information)	Shown at end of this document	
6. Lists and Registers		
Publicly available register or list	Electoral roll available for inspection only at Civic Hall	FOC
Assets Register	Hard copy	FOC
Register of Council's interests	Hard copy Website	FOC
Register of gifts and hospitality	Hard copy	FOC
7. The services we offer	The Parish Council publishes a monthly eBulletin and regular newsletters showing topical information for residents. The Parish Council also has a website and Twitter feed.	FOC
Allotments - Blank tenancy agreement, schedule of charges, site plans and waiting list	Hard copy	FOC
Community centre – Hire rates and Conditions of Hire.	Hard copy Website	FOC
Community Bus - Hire rates, Conditions of Hire, excursion timetables.	Hard copy Website Village notice boards	FOC
Play areas		FOC
Village assets - Schedule of Parish Council maintained street lights, land assets	Hard copy	FOC
Additional Information		
Disley & Newtown Neighbourhood Plan documentation	Hard copy Website	FOC

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Exempt material includes:

- Personal information relating to Councillors other than that declared in the Register of Interests.
- Personal information relating to employees.
- Tenders and bids from contractors and suppliers.
- Information prohibited from publication by data protection legislation.

Schedule of charges

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @5p per sheet (black & white)	Actual cost
	Photocopying @10p per sheet (colour)	Actual cost
	Postage for mail requests	Actual cost of Royal Mail standard 1 st or 2 nd class postage as requested.
Other	Information inspected at the Parish Council Office.	Free of charge
	Information transmitted electronically.	Free of charge

Adopted: 13th September 2017

Reviewed: