



DISLEY PARISH COUNCIL

Sarah Allen *Disley Parish Clerk*

Tel: 01663 762726

Email: admin@disleyparishcouncil.org.uk

Web: www.disleyparishcouncil.org.uk

Twitter: [@disleypc](https://twitter.com/disleypc)

Draft Publication Scheme – Pending Adoption

This Publication Scheme is currently in **draft form** and will be submitted for formal adoption by the Council once all referenced policies and documents are up to date.

Some policies listed in the scheme are currently under review or being updated. Until adoption, this draft scheme is **for public information only** and does not constitute an approved Council document.

The Council is committed to transparency and will publish updated versions of policies and the formally adopted scheme as soon as they are approved.

Information to be published	How the information can be obtained	Cost
1 - Who we are and what we do		
Organizational information, structures, locations and contacts	Website Hard copy	Free
Who's who on the council and its groups/committees	Hard copy	Free
Details of any representation on local public bodies	Website	
Contact details for parish clerk and council members (named contacts where possible with telephone number and email address (if used))	Website Notice Board	Free
Location of main council office and accessibility details	Website Notice Board	Free
Staffing structure	Website Hard copy	Free
2 – What we spend and how we spend it		
Statement of accounts and internal audit report in the format included in the Annual Return form	Website Hard copy	Free
Finalised budget	Website	Free
Precept	Website	Free
Annual financial report All items of expenditure over £500	Website Hard copy	Free
Financial Standing Orders and Regulations	Website	Free
Grants given and received	Website	Free
List of current contracts awarded and value of contract (if applicable)	Hard copy	Free
Members' allowances and expenses	Website	Free
Annual reports	Website Hard copy	Free

3 – What our priorities are and how we are doing

Neighborhood Plan (current and previous year as a minimum)	Website Hard copy	Free
Annual Report to Parish Meeting (current and previous year as a minimum)	Website Hard copy	Free
4 – How we make decisions		
Timetable of meetings	Website Hard copy	Free
Agendas of meetings	Website Notice board & hard copy	Free
Minutes of meetings	Website Hard copy	Free
Reports presented to council meetings	Website	Free
Responses to consultation papers	Website	Free
Responses to planning applications	Website CEC Website	Free
5 – Our policies and procedures		
The Council's current policies are under review to ensure compliance with current legislation and best practice. Updated versions will be published following approval by the Council.		
Policies and procedures for the conduct of council business: • Procedural standing orders • Delegated authority in respect of officers • Code of Conduct • Policy statements	Website Hard copy	Free
Policies and procedures for the provision of services and about the employment of staff:		
• Equality Policy • Health and Safety Policy • Details of current vacancies • Policies and procedures for handling requests for information • Complaints procedures (including those covering requests for information and operating the publication scheme)	All Website Hard copy	Free
Information security policy	Website	Free
Records management policies (records retention, destruction and archive)	Website	Free
Data protection policies	Website	Free
Schedule of charges (for the publication of information)	Website	Free
6 – Lists and Registers		
Assets register	Hard copy	Free
Register of members' interests	Website	Free
Register of gifts and hospitality	Website	Free

7 – The services we offer		
Community Bus	Website Hard copy	Free
Room hire	Website Hard copy	Free
Parks, playing fields and recreational facilities	Website	Free
Seating, litter bins, clocks, memorials and lighting	On request from parish office	Free
Bus shelters	On request from parish office	Free

Contact details:

Sarah Allen - Clerk to Disley Parish Council
Community Centre
Off Buxton Old Road
Disley
Stockport
SK12 2BB

SCHEDULE OF CHARGES

Community Hall – Price per hour	Without Kitchen	With Kitchen
Weekdays up to 6:00pm	£12.00	£15.00
Evening and Weekends	£15.00	£18.00
Saturday Coffee Morning (3 hours)		£45.00 (set charge)

Community Bus hire group hire charges		
Rate per session	Up to 4 hours	£35.00
	Full day	£60.00
		Plus £0.60p per mile
Group membership fee	One off charge	£5.00

Photocopying	Type of Copy	CHARGE
	A4 black and white	10p
	A4 colour	20p
	A3 black and white	20p
	A3 colour	40p