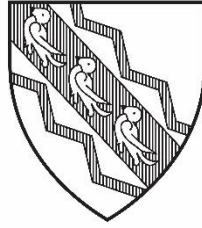


# DISLEY PARISH COUNCIL



## Freedom of Information - Publication Scheme

### Introduction

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 the Council to make information available to the public as part of its normal business activities.

Further information on publication schemes, definitions and sector-specific guidance manuals issued by the Information Commissioner are available on-line at:

<https://ico.org.uk/for-organisations/local-government/>

The scheme commits the 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.
- 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.

### Information held by Disley Parish Council but not specified within the Publication Scheme

Information held by the Council, that is not specified in this publication scheme, can be requested from the Council in writing, when its release will be considered in accordance with the provisions of the Freedom of Information Act.

# DISLEY PARISH COUNCIL

## Information availability

The Council will endeavour to provide information *not* available on its' website within five working days of receipt of request. Information relating to Council meetings will be available within two working days of receipt of request. The Council will make as much information as possible immediately available.

If you require a hard copy of any information contained in the scheme or wish to verify whether specific information is available, please contact the Parish Council as below.

## Contact details

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

Address:	Disley Community Centre off Buxton Old Road Disley SK12 2BB
Telephone:	01663 762726
Email:	<a href="mailto:admin@disleyparishcouncil.org.uk">admin@disleyparishcouncil.org.uk</a>
Website:	<a href="http://www.disleyparishcouncil.org.uk">www.disleyparishcouncil.org.uk</a>

Information published	Information location	Cost*
<b>1. Who we are and what we do?</b> (This is current information only).		
Contact details for The Parish Clerk and Council Members.	Disley Parish Council website Hard copy available on request	FOC
<b>Councillor's Declaration of Acceptance of Office</b>	<b>Hard copy available on request</b>	<b>FOC</b>
Councillor's Register of Interests	Disley Parish Council website Hard copy available on request	FOC
Location of Council Offices and contact details.	Disley Parish Council website Hard copy available on request	FOC
What does the Council do?	Disley Parish Council website Hard copy available on request	FOC
<b>Councillor responsibilities:</b> <b>Council committee memberships</b> <b>Project Team Leader responsibility.</b> <b>Membership of non-Council bodies.</b>	Disley Parish Council website Hard copy available on request	<b>FOC</b>
List of Council Officers and roles	Disley Parish Council website	FOC

# DISLEY PARISH COUNCIL

Information published	Information location	Cost*
<b>2. What we spend and how we spend it</b>		
Annual Return – Annual Governance, Accounting Statements and External Auditor’s Report	Disley Parish Council website Hard copy available on request	FOC
<b>Annual Internal Auditors Report</b>	<b>Disley Parish Council website</b> <b>Hard copy available on request</b>	<b>FOC</b>
Annual Chairman’s Review and Finance Report for the Parish Meeting.	Disley Parish Council website Hard copy available on request Distribution with Summer Newsletter.	FOC
<b>Approved Annual Budget</b>	<b>Disley Parish Council website</b> <b>Hard copy available on request</b>	<b>FOC</b>
Precept (Contained within Accounting Statement, Annual Finance Report and Annual Budget)	Disley Parish Council website Hard copy available on request	FOC
Standing Orders and Financial Regulations	Disley Parish Council website Hard copy available on request	FOC*
Community Grants awarded	Hard copy available on request	FOC
Chairman’s allowance and Councillor expenses (Contained within Annual Finance Report and Annual Budget)	Hard copy available on request	FOC
Details of current contracts awarded	Hard copy available on request	FOC
Council expenditure (past two years) (Itemised within Council Meeting minutes)	Disley Parish Council website Hard copy available on request	FOC*
<b>3. What our priorities are and how we are doing.</b>		
Chairman’s Annual Report to Parish Meeting	Disley Parish Council website Hard copy available on request Distribution with Summer Newsletter	FOC
Parish Council Current Projects List	Hard copy available on request	FOC
<b>4. How we make decisions</b>		
Meetings Schedule (Council meetings and Annual Parish meeting)	Disley Parish Council website Hard copy available on request	FOC
Agendas of meetings	Disley Parish Council website Hard copy available on request Parish notice boards	FOC

# DISLEY PARISH COUNCIL

Information published	Information location	Cost*
Minutes of meetings. (N.B. Excluding information that is properly regarded as private to the meeting).	Disley Parish Council website Hard copy available on request	FOC*
Reports presented to council meetings (Agenda Packs) (N.B. Excluding information that is properly regarded as private to the meeting i.e. PART 2 Agenda items).	Hard copy available on request	FOC*
Council responses to public consultations (Contained in meeting minutes)	Disley Parish Council website Hard copy available on request	FOC
Responses to planning applications (Contained in meeting minutes)	Disley Parish Council website Hard copy available on request Cheshire East Council Planning Portal	FOC
<b>5. Our policies and procedures</b> (Current information only)		
Standing Orders and Financial Regulations	Disley Parish Council website Hard copy available on request	FOC*
Committee remits	Hard copy available on request	FOC
Delegated authority in respect of officers (contained in Standing Orders)	Disley Parish Council website Hard copy available on request	FOC*
Members Code of Conduct	Disley Parish Council website Hard copy available on request	FOC
Policy statements: General Privacy Notice Community Engagement Strategy <b>Complaints Procedure</b> Equal Opportunities Policy Training Statement of Intent	Disley Parish Council website Hard copy available on request	FOC
Freedom of Information Publication Scheme	Disley Parish Council website Hard copy available on request	FOC
Transparency Code for Smaller Authorities	Disley Parish Council website Hard copy available on request	FOC
Policy on Balances and Reserves	Hard copy available on request	<b>FOC</b>
Records Retention Policy	Hard copy available on request	FOC
Risk Assessments: Risk Assessment Action Plan Community Centre Events Business Continuity Plan Play Area Safety Inspection Reports	Hard copy available on request	FOC*

# DISLEY PARISH COUNCIL

Information published	Information location	Cost*
Schedule of charges (for the publication of information)	Contained within this document	
<b>6. Lists and Registers</b> (Current information only)		
Assets Register	Hard copy available on request	FOC*
Register of gifts and hospitality	Hard copy available on request	FOC
<b>7. The services we offer</b>		FOC
Allotments Blank tenancy agreement Schedule of charges Site plans	Hard copy available on request	FOC
Community centre Hire rates Conditions of Hire.	Disley Parish Council website Hard copy available on request	FOC
Community Bus Hire rates Conditions of Hire Timetable of trips.	Disley Parish Council website Hard copy available on request Village notice boards	FOC
Park and play areas	Disley Parish Council website	FOC
Street Lights Schedule of Parish Council owned and maintained lights	Hard copy available on request	FOC
Land assets Schedule of Parish Council owned land.	Hard copy available on request	FOC
Community events	Disley Parish Council website	FOC
<b>Additional Information</b>		
Disley & Newtown Neighbourhood Plan documentation	Disley Parish Council website Hard copy available on request	FOC*
Communications Bi-monthly eBulletin Disley News newsletter. Website Twitter feed Facebook Page Biennial Village Guide	Hard copies and on-line	FOC
Directory of village businesses and organisations	Disley Parish Council website	FOC

# DISLEY PARISH COUNCIL

**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**

Hardcopies up to a maximum of five A4 sides will be provided free of charge. Hardcopies of five sides and above will be charged as below:

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
<b>Disbursement cost</b>	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 <sup>st</sup> or 2 <sup>nd</sup> class postage as requested.
<b>Other</b>	Information inspected at the Parish Council Office.	Free of charge
	Information transmitted electronically.	Free of charge

**Please note:**

Information highlighted in **RED** above is currently under review or awaiting inclusion in the publication scheme.

	DATE	REVIEWER
Adopted	13/09/2017	R Holland
Reviewed	25/01/2019	R Holland
Re-adopted	13/02/2019	R Holland