

Elton Parish Council

FREEDOM OF INFORMATION

Information to be published	How the information can be obtained	Cost
Class 1 – Who we are and what we do <i>(Organisational information, structures, locations and contacts)</i> This will be current information only	All available information mentioned below can be obtained from the Parish Clerk Website address where mentioned is www.eltonparishcouncil.co.uk	
Who's who on the Council	Hard copy, email and website	10p per page + pp
Contact details for Parish Clerk and Council members <i>(named contacts where possible with telephone number and email address (if used))</i> Parish Clerk: Pauline English Tel: 0151 339 1405/ email: engy02@ntlworld.com	Councillors details also on website	10p per page + pp
Location of main Council office and accessibility details: Parish Clerk, 75 Seacombe Drive, Great Sutton, Ellesmere Port CH66 2BB	Available for contact in person, by phone, by email, by post – in person by prior arrangement	
Staffing Structure One Part-time Parish Clerk Three Part-time Street Orderlies		
Class 2 – What we spend and how we spend it <i>(Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit). Current and previous financial year as a minimum.</i>	Hard copy, email (for electronically available documents) and website	10p per page + pp
Accounts	Hard copy and email	10p per page + pp
Annual return form and report by auditor	Hard copy and email	10p per page + pp
Finalised budget	Hard copy, email and website	10p per page + pp
Precept – Recorded in the Minutes	Hard copy, email and website	10p per page + pp
Financial Standing Orders and Regulations	Hard copy, email and website	10p per page + pp
Grants given and received – Recorded in the Minutes	Hard copy, email and website	10p per page + pp
Members' allowances and expenses	Hard copy and email	10p per page + pp
Class 3 – What our priorities are and how we are doing <i>(Strategies and Plans, performance indicators, audits, inspections and reviews)</i>		
Internal Audit Report	Hard copy and email	10p per page + pp
Annual Report to Parish Meeting	Hard copy, email and website	10p per page + pp

Class 4 – How we make decisions <i>(Decision making processes and records of decisions)</i> Current and previous council year as a minimum. Recorded in Minutes)	Hard copy, email and website	10p per page + pp
Timetable of meetings (<i>Council, any Committees and Sub-Committees and Parish Meeting</i>)	Hard copy, Parish Notice Boards, email, website	10p per page + pp
Agendas of meetings	Hard copy, Parish Notice Boards, email, website	10p per page + pp
Minutes of meetings excluding information that is properly regarded as private to the meeting	Hard copy, email, website	10p per page + pp
Reports presented to Council meetings excluding information that is properly regarded as private to the meeting	Hard copy, email and website	10p per page + pp
Responses to planning applications and consultation papers	Hard copy and email. Responses to Planning applications can be viewed on Cheshire West and Chester Borough Council website www.cheshirewestandchester.gov.uk	10p per page + pp
Class 5 – Our policies and procedures <i>(Current written protocols, policies and procedures for delivering our services and responsibilities).</i> Current information only		
Procedural Standing Orders Scheme of Delegation Code of Conduct	Hard copy, email, some on website	10p per page + pp
Policies and procedures for the provision of services and about the employment of staff: Complaints procedures (including those covering requests for information and operating the publication scheme Dignity at Work, Bullying and Harassment Policy Discipline, Dismissal and Grievance Policy Equality and diversity policy Health and safety policy Requests for Information (policy and procedure) Risk Management Strategy	Hard copy, email, some on website	10p per page + pp
Records management policies (records retention, destruction and archive)	Hard copy and email	10p per page + pp
Data Protection policies (As per Data protection Act requirements)	Hard copy and email	10p per page + pp
Schedule of charges for the publication of information	Hard copy and email	10p per page + pp

Class 6 – Lists and Registers Currently maintained lists and registers only		
Any publicly available register or list	Hard copy, email, some on website	10p per page + pp
Asset Register	Hard copy, email, website	10p per page + pp
Disclosure log	Hard copy, email, website	10p per page + pp
Register of Members’ interests	Held on Cheshire West & Chester Borough Council website www.cheshirewestandchester.gov.uk	
Register of Gifts and Hospitality	Hard copy. email	10p per page + pp
Class 7 – The services we offer <i>(Information about the services we offer including any leaflets, guidance and newsletters produced for the public and businesses). Current information only</i>		
Community Centre (Managed by Management Committee)	Some information on Parish website	
Children’s Play Area (rear of Community Centre)		

Contact Details: Elton Parish Clerk, Tracey Bellis, Post to: Elton Community Centre, Elton, Chester, CH2 4PU. email parishclerk@eltonparishcouncil.co.uk

SCHEDULE OF CHARGES

Type of Charge	Description	Basis of Charge
Disbursement cost	Photocopying @ 10p per sheet (black and white) Photocopying @ 20p per sheet (colour) Postage	Actual cost incurred by the authority Actual cost of 2 nd class post for standard letters. Additional costs will be incurred if the weight of the correspondence to be posted exceeds the standard letter rate
Statutory Fee		In accordance with the relevant legislation

This document is based on the ‘template guide to information for parish councils’ accessed through www.ico.gov.uk/for_organisations/freedom_of_information/definition_documents.aspx

Approved by the Parish Council on