

## Information available from Brereton Parish Council under the model publication scheme

Information to be published	How the information can be obtained	Cost (Note 1)
<p><b>Class1 - Who we are and what we do</b> (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>	hard copy or website	
Who's who on the Council and its Committees	hard copy or website	
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	hard copy or website	
<p><b>Class 2 – What we spend and how we spend it</b> (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 or website	
Precept	hard copy or website	
Financial Standing Orders and Regulations	hard copy or website	

<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)		
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	hard copy or website	
<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions)  Current and previous council year as a minimum		
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	hard copy or website	
Agendas of meetings (as above)	hard copy or website	
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	hard copy or website	
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	hard copy or website	
Responses to planning applications	hard copy or website * ( <a href="http://www.cheshireeast.gov.uk">www.cheshireeast.gov.uk</a> )	
<b>Class 5 – Our policies and procedures</b> (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	hard copy or website	

Delegated authority in respect of officers Code of Conduct Policy statements		
Policies and procedures for the provision of services and about the employment of staff:  Equality and diversity policy Health and safety policy Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme)	hard copy or website	
<b>Class 6 – Lists and Registers</b>  Currently maintained lists and registers only	hard copy or website; some information may only be available by inspection	
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	hard copy or website	
Register of members' interests	hard copy or website	
<b>Class 7 – The services we offer</b> (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)  Current information only	hard copy or website; some information may only be available by inspection	
Parks, playing fields and recreational facilities	hard copy or website	
Seating, litter bins, clocks, memorials and lighting	hard copy or website	
Bus shelters	hard copy or website	

<b>Additional Information</b> This will provide Councils with the opportunity to publish information that is not itemised in the lists above		

**Note 1: Charges may be made for Information published under this scheme**

The purpose of this scheme is to make the maximum amount of information readily available at minimum inconvenience and cost to the public.

Material which is published and accessed on a website is provided free of charge.

Charges may be made for actual disbursements incurred such as:

- photocopying / printing (black & white at 5p per A4 page)
- postage and packaging (Royal Mail second class)
- any costs directly incurred as a result of viewing information

If a charge is to be made, confirmation of the payment due will be given before the information is provided. Payment may be requested prior to provision of the information.

**Note 2: Contact details**

Mrs Ros Middleweek  
Clerk to the Council, Brereton Parish Council  
1, Ironbridge Drive  
Holmes Chapel  
Cheshire  
CW4 7DD

Email: [clerk-bpc@hotmail.com](mailto:clerk-bpc@hotmail.com)  
Website: [www.BreretonParishCouncil@org.uk](http://www.BreretonParishCouncil@org.uk)