

## Information available from Aston-cum-Aughton Parish Council under the model publication scheme

**NOTE** *The Parish Council is developing a new Website which when completed will contain much of the information currently only available in hard copy.*

Information to be published	How the information can be obtained	Cost
<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 and/or website)	
Who's who on the Council and its Committees	Website Hard Copy	Free 5p/Sheet
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website Hard Copy	Free 5p/Sheet
Location of main Council office and accessibility details	Website Hard Copy	Free 5p/Sheet
Staffing structure	Hard Copy	5p/Sheet
<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>	(hard copy and/or website)	
Annual return form and report by auditor	Hard Copy	5p/Sheet

Finalised budget	Hard Copy	5p/Sheet
Precept	Hard Copy	5p/Sheet
Borrowing Approval letter	N/A	
Financial Standing Orders and Regulations	Hard Copy	5p/Sheet
Grants given and received	Hard Copy	5p/Sheet
<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)	(hard copy or website)	
Parish Plan	Website Hard Copy	Free 5p/Sheet
Annual Report	Website Hard Copy	Free 5p/Sheet
Quality status	Hard Copy	5p/Sheet
Local charters drawn up in accordance with DCLG guidelines	RMBC Website	Free
<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions)  Current and previous council year as a minimum	(hard copy or website)	
Timetable of meetings	Hard Copy	5p/Sheet
Agendas of meetings	Hard Copy	5p/Sheet
Minutes of meetings . nb this will exclude information that is properly regarded as private to the meeting.	Hard Copy/View at Aston Community Library	5p/Sheet
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Hard Copy	5p/Sheet
Responses to consultation papers	Hard Copy	5p/Sheet

<p><b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information only</p>	(hard copy or website)	
<p>Policies and procedures for the conduct of council business:</p> <p>Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements</p>	Hard Copy	5p/Sheet
<p>Policies and procedures for the provision of services and about the employment of staff:</p> <p>Health and safety policy Complaints procedures (including those covering requests for information and operating the publication scheme)</p>	Hard Copy	5p/Sheet
Records management policies (records retention, destruction and archive)	Hard Copy	5p/Sheet
Data protection policies	Hard Copy	5p/Sheet
Schedule of charges (for the publication of information)	Hard Copy	5p/Sheet
<p><b>Class 6 – Lists and Registers</b></p> <p>Currently maintained lists and registers only</p>	(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)	Inspection of Burial Register by Appointment	Free
Assets Register	Hard Copy	5p/Sheet
Register of members' interests	Hard Copy	5p/Sheet

<p><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)</p> <p>Current information only</p>	<p>(hard copy or website; some information may only be available by inspection).</p> <p>For information contact the Clerk to the Council.</p>	
Allotments		
Burial grounds and closed churchyards		
Community centres and village halls		
Parks, playing fields and recreational facilities		
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)		
<p><b>Additional Information</b>          This will provide Councils with the opportunity to publish information that is not itemised in the lists above</p>		

**All requests for hard copy information will be dealt with as soon as possible subject to resource implications.**

**Contact details:**

**Clerk to the Council  
 Mr A J Hodkin  
 Parish Hall  
 Rosegarth Avenue  
 Aston  
 SHEFFIELD S26 2DD TELE: 0114 2879008**

## SCHEDULE OF CHARGES

This describes how the charges have been arrived at and should be published as part of the guide.

<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b>BASIS OF CHARGE</b>
<b>Disbursement cost</b>	Photocopying @ 5p per sheet (black & white) Double sided 10p	Actual cost *
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Statutory Fee</b>		In accordance with the relevant legislation (quote the actual statute)
<b>Other</b>		

\* the actual cost incurred by the public authority