

### Information available from Delamere and Oakmere Parish Council under the model publication scheme

Adopted by Delamere and Oakmere Parish Council on 19<sup>th</sup> October 2015.

Confirmed 16<sup>th</sup> May 2016.

Confirmed 15<sup>th</sup> May 2017.

Confirmed on 14<sup>th</sup> May 2018.

Confirmed on 20<sup>th</sup> May 2019.

Confirmed on 18<sup>th</sup> May 2020.

Confirmed on 6<sup>th</sup> May 2021.

Confirmed 16<sup>th</sup> May 2022

Information to be published	How the information can be obtained	Cost
<b>Class1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts)  This will be current information only	website	Free
List of Councillors	Website	Free
Contact details for Parish Clerk – Joanne Monks Clerk Telephone 01928 732062 clerk@delamereandoakmere.co.uk	Website	Free

<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)  Current and previous financial year as a minimum	Website	Photocopying & Postage costs
Annual return form and report by auditor	Website	Photocopying & Postage costs
Finalised budget	Hardcopy from Parish Clerk	Photocopying & Postage costs
Precept	Hardcopy from Parish Clerk	Photocopying & Postage costs
Standing Orders and Financial Regulations	Website	Photocopying & Postage costs
Grants given and received	Hardcopy from Parish Clerk	Photocopying & Postage costs
List of current contracts awarded and value of contract	Hardcopy from Parish Clerk	Photocopying & Postage costs
<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)	
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Website	Free
<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions)	(hard copy or website)	
Timetable of meetings (Council, any committee/sub-committee meetings and	Website	Free

parish meetings)		
Agendas of meetings (as above)	Hardcopy	Photocopying & Postage costs
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Website	Free
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Hardcopy	Photocopying & Postage costs
Responses to planning applications	Cheshire West & Chester website	Free
<b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities)  Current information only	(hard copy or website)	
Schedule of charges for the publication of information	hardcopy from the clerk	Photocopying & Postage costs
<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)	
Assets Register	hardcopy from the clerk	Photocopying & Postage costs
Register of members' interests	hardcopy from the clerk	Photocopying & Postage costs
<b>Class 7 – The services we offer</b> (Information about the services we offer, including leaflets, guidance and	(hard copy or website; some information may	

newsletters produced for the public and businesses)	only be available by inspection)	
Current information only		
Copies of newsletters		

## SCHEDULE OF CHARGES

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

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
<b>Disbursement cost</b>	Photocopying @ 15p per sheet (black & white)	Actual cost
	Photocopying @ 15p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class + VAT (required by HMRC for organisations using postal services.)
<b>Statutory Fee</b>		In accordance with the relevant legislation

