

Information available from Peover Superior Parish Council under the model publication scheme.

Information to be published	How the information can be obtained	Cost
<p>Class1 - Who we are and what we do</p> <p>(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>	<p>(hard copy and/or website)</p>	
<p>Who's who on the Council and its Committees</p>	<p>1) Website – www.overpeover.com</p> <p>2) Hard copy – contact the Clerk to the Council).</p> <p>3) Displayed on the village Notice Board</p>	<p>1) Free</p> <p>2) £1 plus 10p per sheet plus postage if requested.</p> <p>3) Free</p>
<p>Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))</p>	<p>1) Website</p> <p>2) Hard copy</p> <p>3) Telephone numbers Displayed on the village Notice Board</p>	<p>1) Free</p> <p>2) £1 plus 10p per sheet plus postage if requested.</p> <p>3) Free</p>

Information Guide – Peover Superior Parish Council

Location of main Council office and accessibility details	No office. Meetings usually held at Over Peover Methodist Chapel(or Village Hall).Contact Clerk for further information.	Free
Staffing structure	Not applicable (only Clerk is 'staff')	n/a
Class 2 – What we spend and how we spend it (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit) Current and previous financial year as a minimum	(hard copy and/or website)	
Annual return form and report by auditor	1) Hard Copy 2) Website	1) £1 plus 10p per sheet plus postage if requested. 2) Free
Finalised budget	1) Hard Copy 2) Website	1) £1 plus 10p per sheet plus postage if requested. 2) Free

Information Guide – Peover Superior Parish Council

Precept	Hard Copy	£1 plus 10p per sheet plus postage if requested.
Borrowing Approval letter	None (n/a)	n/a
Financial Standing Orders and Regulations	Hard Copy	£1 plus 10p per sheet plus postage if requested.
Grants given and received	Hard Copy	£1 plus 10p per sheet plus postage if requested.
List of current contracts awarded and value of contract	Hard Copy	£1 plus 10p per sheet plus postage if requested.
Members' allowances and expenses	Hard Copy	£1 plus 10p per sheet plus postage if requested.
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)	(hard copy or website)	
Parish Plan (current and previous year as a minimum)	1) Website 2) Hard copy [Was delivered (free) to all households in 2008]	1) Free 2) £1 plus 10p per sheet plus postage if requested.

Information Guide – Peover Superior Parish Council

Annual Report to Parish or Community Meeting (current and previous year as a minimum)	<ol style="list-style-type: none"> 1. Parish AGM 2. Minutes of AGM, Hard Copy 3. Minutes all on website 	<ol style="list-style-type: none"> 1) Free to attend 2) £1 plus 10p per sheet plus postage if requested. 3) Free
Quality status	n/a	n/a
Local charters drawn up in accordance with DCLG guidelines	n/a	n/a
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum	(hard copy or website)	
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	<ol style="list-style-type: none"> 1) Website 2) Notice Board by OP School 3) Hard copy 	<ol style="list-style-type: none"> 1) Free 2) Free 3) £1 plus 10p per sheet plus postage if requested.
Agendas of meetings (as above)	<ol style="list-style-type: none"> 1) Website 2) Notice Board by OP School 3) Hard copy 	<ol style="list-style-type: none"> 1) Free 2) Free 3) £1 plus 10p per sheet plus postage if requested.

Information Guide – Peover Superior Parish Council

Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	1) Website 2) Hard copy	1) Free 2) £1 plus 10p per sheet plus postage if requested.
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Hard Copy	£1 plus 10p per sheet plus postage if requested.
Responses to consultation papers	Hard Copy	£1 plus 10p per sheet plus postage if requested.
Responses to planning applications	Hard Copy	£1 plus 10p per sheet plus postage if requested.
Bye-laws	Hard Copy	£1 plus 10p per sheet plus postage if requested.
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only	(hard copy or website)	
Policies and procedures for the conduct of council business: Procedural standing orders Committee and sub-committee terms of reference	Hard Copy	£1 plus 10p per sheet plus postage if requested.

Information Guide – Peover Superior Parish Council

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:	Hard Copy	£1 plus 10p per sheet plus postage if requested.
Internal policies relating to the delivery of services		
Equality and diversity policy		
Health and safety policy		
Recruitment policies (including current vacancies)		
Policies and procedures for handling requests for information		
Complaints procedures (including those covering requests for information and operating the publication scheme)		
Information security policy	None	n/a
Records management policies (records retention, destruction and archive)	Contact Clerk with specific requests.	£1 plus 10p per sheet plus postage if requested.
Data protection policies	Contact Clerk with specific	£1 plus 10p per sheet

Information Guide – Peover Superior Parish Council

	requests.	plus postage if requested.
Schedule of charges (for the publication of information)	See details on last page of this document.	
Class 6 – Lists and Registers	(hard copy or website; some information may only be available by inspection)	
Currently maintained lists and registers only		
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	Contact Clerk with specific requests.	£1 plus 10p per sheet plus postage if requested.
Assets Register	Hard Copy	£1 plus 10p per sheet plus postage if requested.
Disclosure log (indicating the information that has been provided in response to requests; recommended as good practice, but may not be held by parish councils)	None	n/a
Register of members' interests	1) Hard Copy 2) Available on CE Website	1) £1 plus 10p per sheet plus postage if requested. 2) free
Register of gifts and hospitality	Hard Copy	£1 plus 10p per sheet plus postage if requested.

Information Guide – Peover Superior Parish Council

<p>Class 7 – The services we offer</p> <p>(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>Allotments</p>	<p>None</p>	<p>n/a</p>
<p>Burial grounds and closed churchyards</p>	<p>None</p>	<p>n/a</p>
<p>Community centres and village halls</p>	<p>Hard Copy</p>	<p>£1 plus 10p per sheet plus postage if requested.</p>
<p>Parks, playing fields and recreational facilities</p>	<p>Hard Copy</p>	<p>£1 plus 10p per sheet plus postage if requested.</p>
<p>Seating, litter bins, clocks, memorials and lighting</p>	<p>Hard Copy</p>	<p>£1 plus 10p per sheet plus postage if requested.</p>
<p>Bus shelters</p>	<p>None</p>	<p>n/a</p>
<p>Markets</p>	<p>None</p>	<p>n/a</p>
<p>Public conveniences</p>	<p>None</p>	<p>n/a</p>
<p>Agency agreements</p>	<p>None</p>	<p>n/a</p>
<p>A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)</p>	<p>None</p>	<p>n/a</p>

Information Guide – Peover Superior Parish Council

Additional Information	None	n/a
This will provide Councils with the opportunity to publish information that is not itemised in the lists above		

CONTACT DETAILS

Mrs Liz McGrath

Clerk to Peover Superior Parish Council

Grange Farm
Over Peover
Knutsford
WA16 9RD
tel: 01565 72276

email: council@overpeover.com Website: www.overpeover.com

SCHEDULE OF CHARGES

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	£1 per item plus 10p per sheet copying (black & white only).	Council has no office facilities. Actual cost of document copying, collation and handling. *
	Postage, if requested, at cost. UK only.	Actual cost UK standard 2 nd class postage. *
Statutory Fee	None applicable	
Other	None applicable	

* the actual cost incurred by the public authority