

Alderton Parish Council

Publication Scheme

Website: <https://aldertonparishcouncil.gov.uk/>

Publishing datasets for re-use

Public authorities, such as Alderton Parish Council, must publish under their publication scheme any dataset they hold that has been requested, together with any updated versions, unless they are satisfied that it is not appropriate to do so. So far as reasonably practicable, they must publish it in an electronic form that is capable of re-use.

The Datasets Code of Practice recommends that public authorities make datasets available for re-use under the Open Government Licence.

Information to be published	How the information can be obtained	Cost
Class 1 – Who we are and what we do		
Who's who on the Council and its Committees	Website	Free
Contact details for Parish Clerk and Council members	Website	Free
Location of main Council office and accessibility details	Website	Free
Staffing structure	N/A	N/A
Class 2 – What we spend and how we spend it		
Annual return form and report by auditor	Downloadable PDF on website	Free
Finalised budget	Website	Free
Precept	Website	Free
Borrowing Approval letter	N/A	N/A
Financial Standing Orders and Regulations	Downloadable PDF on website	Free
Grants given and received	Website	Free
List of current contracts awarded and value of contract	Upon request	Free
Members' allowances and expenses	Upon request	Free
Class 3 – What our priorities are and how we are doing		
Parish Plan	Website	Free
Annual Report to Parish	Downloadable PDF on website	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		
Timetable of meetings	Website	Free
Agendas of meetings	Downloadable PDF on website	Free
Minutes of meetings	Downloadable PDF on website	Free
Reports presented to council meetings	Upon request	Free
Responses to consultation papers	Upon request	Free
Responses to planning applications	Via the Planning Portal	Free
Bye-laws	N/A	N/A
Class 5 – Our policies and procedures		
Procedural standing orders	Downloadable PDF on website	Free
Committee and sub-committee terms of reference	Upon request	Free
Delegated authority in respect of officers	Upon request	Free
Code of Conduct	Downloadable PDF on website	Free
Policy statements	Downloadable PDF on website	Free
Internal instructions to staff and policies relating to the delivery of services	N/A	N/A
Equality and diversity policy	N/A	N/A
Health and safety policy	Downloadable PDF on website	Free
Recruitment policies (including current vacancies)	Upon request	Free
Policies and procedures for handling requests for information	Downloadable PDF on website	Free
Complaints procedures	Downloadable PDF on website	Free
Information security policy	Downloadable PDF on website	Free
Records management policies	Downloadable PDF on website	Free
Data protection policies	Downloadable PDF on website	Free
Schedule of charges (for the publication of information)	N/A	N/A
Class 6 – Lists and Registers		
Any publicly available register or list	Upon request	Free
Assets Register	Downloadable PDF on website	Free

Register of members' interests	Downloadable PDF on website	Free
Register of gifts and hospitality	N/A	N/A
Class 7 – The services we offer		
Allotments	Upon request	Free
Community centres and village halls	N/A	N/A
Parks, playing fields and recreational facilities	Downloadable PDF on website	Free
Seating, litter bins, clocks, memorials and lighting	Upon request	Free
Bus shelters	N/A	N/A
Markets	N/A	N/A
Public conveniences	N/A	N/A
Agency agreements	N/A	N/A
Services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	N/A	N/A

Contact Details

Alderton Parish Council Parish Clerk

Email: clerk@aldertonparishcouncil.gov.uk

Website: <https://aldertonparishcouncil.gov.uk/>

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
Disbursement cost	Photocopying @ ..p per sheet (black & white)	Actual cost
	Photocopying @ ..p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2nd class
Statutory Fee		In accordance with the relevant legislation
Other		

** the actual cost incurred by the public authority*