

ASTON-CUM-AUGHTON PARISH COUNCIL

**Aston-cum-Aughton Parish Hall, Rosegarth Avenue,
Aston, Sheffield. S26 2DD
Clerk: Mrs K A Butler
Telephone: 0114 2879008**

Email: clerk@aston-pc.gov.uk

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

All items marked 'hard copy' are available by contacting the Parish Clerk, at a cost of 10p per sheet. Website items are free to download. The Website address is; www.aston-pc.gov.uk

Hard Copy items that can easily be provided by email, that cannot be obtained from the website, will be sent free of charge.

Aston-cum-Aughton Parish Council has adopted the ICO model publication scheme in full – a copy of this is available on the Information Commissioners Website: <https://ico.org.uk/media/for-organisations/documents/1153/model-publication-scheme.pdf>.

This template guide covers only information we currently hold. If we do not hold some of the information below, we will mark it as 'not held' in the table.

Adopted: March 2023

Minute Number: 23/56

Information to be published	How the information can be obtained	Cost
<p>Class 1 - Who we are and what we do</p> <p>(Organisational information, structures, locations and contacts)</p> <p>Current information only</p>		
<p>List of Council members and their responsibilities as well a list of Council Committees</p> <p>Details of any representation on local public bodies</p>	<p>Website Hard Copy</p> <p>Website (Register of Interest Form)</p>	<p>Free 10p per sheet</p>
<p>Postal and email address</p> <p>Contact details for Parish Clerk and Council members</p> <p>Where possible, provide named contacts including contact phone numbers and email addresses</p>	<p>Website Hard Copy</p>	<p>Free 10 per sheet</p>
<p>Location of main Council office and accessibility details</p>	<p>Website</p>	<p>Free</p>
<p>Staffing structure</p>	<p>Website Hard Copy</p>	<p>Free 10p per sheet</p>
<p>Class 2 – What we spend and how we spend it</p>		

(Financial information about projected and actual income and expenditure, procurement, contracts and financial audit) Current and previous financial year as a minimum		
Statement of accounts and internal audit report in the format included in the Annual Return form	Website Hard Copy	Free 10p per sheet
Finalised budget	Hard Copy	10p per sheet
Precept	Website Hard Copy	Free 10p per sheet
Borrowing Approval letter	N/A	N/A
All items of expenditure above £100	Hard Copy	10p per sheet
Financial Standing Orders and Regulations	Website Hard Copy	Free 10p per sheet
Grants given and received	Website Hard Copy	Free 10p per sheet
List of current contracts awarded and value of contract	Website Hard Copy	Free 10p per sheet
Members' allowances and expenses	Website Hard Copy	Free 10p per sheet
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)		

Current and previous year as a minimum		
Annual governance statement in format included in the Annual Return form	Website Hard Copy	Free 10p per sheet
Parish Plan	N/A	N/A
Annual Report to Parish or Community Meeting	Website Hard Copy	Free 10p per sheet
Quality status	N/A	N/A
Local charters drawn up in accordance with DLUHC's guidelines	N/A	N/A
Data Protection impact assessments (in full or summary format) or any other impact assessment (eg Health & Safety Impact Assessment, Equality Impact Assessments etc), as appropriate and relevant	Hard Copy	10p per sheet
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum		
Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	Website Parish Noticeboards Social Media Page Hard Copy	Free Free Free 10p per sheet
Agendas of meetings (as above)	Website Hard Copy	Free 10p per sheet

Minutes of meetings (as above) – exclude material that is properly considered to be exempt from disclosure	Website Hard Copy	Free 10p per sheet
Reports presented to council meetings – exclude material that is properly considered to be exempt from disclosure	Hard Copy	10p per sheet
Responses to consultation papers	Hard Copy	10p per sheet
Responses to planning applications	Hard Copy RMBC Planning Portal	10p per sheet Free
Bye-laws	N/A	N/A
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only		
Policies and procedures for the conduct of Council business: <ul style="list-style-type: none"> • Procedural standing orders • Committee and sub-committee terms of reference • Delegated authority in respect of officers • Code of Conduct • Policy statements 	Website/Hard Copy Hard Copy Website/Hard Copy Website/Hard Copy Hard Copy	Free/10p per sheet 10p Per sheet Free/10p per sheet Free/10p per sheet 10p per sheet
Policies and procedures for the provision of services and about the employment of staff: <ul style="list-style-type: none"> • Internal instructions to staff and policies relating to the delivery of services 		

<ul style="list-style-type: none"> • Equality and diversity policy • Health and safety policy • Recruitment policies and details of current vacancies • Policies and procedures for handling requests for information • Complaints procedures (including those covering requests for information and operating the publication scheme) 	<p>Hard Copy</p> <p>Website/Hard Copy</p> <p>Not Held</p> <p>Not Held</p> <p>Website/Hard Copy</p> <p>Website/Hard Copy</p>	<p>10p per sheet</p> <p>Free/10p per sheet</p> <p>Free/10p per sheet</p> <p>Free/10p per sheet</p>
<p>Records management, personal data and access to information policies</p> <p>Include information security policies, records retention, destruction and archive policies, and data protection (including data sharing and CCTV usage) policies</p>	<p>Hard Copy</p>	<p>10p per sheet</p>
<p>Class 6 – Lists and Registers</p> <p>Currently maintained lists and registers only.</p>		
<p>Information legally required to hold in publicly available registers (in most circumstances existing access provisions will suffice)</p>	<p>N/A</p>	<p>N/A</p>
<p>Assets register, including details of public land and building assets</p>	<p>Can be inspected on appointment with Clerk</p>	<p>Free</p>
<p>Disclosure log indicating the information provided in response to FOIA and EIR requests. These are recommended as good practice</p>	<p>N/A</p>	<p>N/A</p>
<p>Register of members' interests</p>	<p>Website</p>	<p>Free</p>
<p>Register of gifts and hospitality</p>	<p>N/A</p>	<p>N/A</p>
<p>Class 7 – The services we offer</p>		

(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only		
Allotments	Website	Free
Burial grounds and closed churchyards	Website Hard Copy	Free £1.00
Community centres and village halls	N/A	N/A
Parks, playing fields and recreational facilities	Website	Free
Seating, litter bins, clocks, memorials and lighting	Website	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 we are entitled to recover a fee and details of those fees (eg burial fees)	Hard Copy	10p
Additional Information Information not itemised in the lists above		

Contact Details

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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 @ 10p per sheet (black & white)	Actual cost 10p per sheet
	Photocopying @ 10p per sheet (colour)	Actual cost 10p per sheet
	Postage	Actual cost of Royal Mail standard 2 nd class or Large Stamp
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)
Other		