

Information available under the Freedom of Information Act model publication scheme

This guide covers all of the information we may hold. Some items may not currently be held and therefore not available at the time of request. All the currently held information can be obtained from our website or requested as a hard copy. Charges for the supply of hard copies are listed in the table at the end of this document.

The Parish Council website address is: www.sandymoorparishcouncil.gov.uk

Information to be published:

Class 1 - Who we are and what we do:

(Organisational information, structures, locations and contacts)

Current information only

- List of Council members and their responsibilities as well as a list of Council Committees
- Details of any representation on local public bodies
- Postal and email address of Council
- Contact details for Parish Clerk and Council members
- Location of main Council office and accessibility details
- Staffing structure

Class 2 – What we spend and how we spend it:

(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
- Finalised budget
- Precept
- Borrowing approval letter
- All items of expenditure about £100
- Financial Standing Orders and Regulations
- Grants given and received
- List of current contracts awarded and value of contract
- Members allowances and expenses

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
- Parish Plan
- Annual Report to Parish or Community Meeting
- Quality status
- Local charters drawn up in accordance with DLUHC's guidelines
- 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

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)
- Agendas of meetings (as above)
- Minutes of meetings (as above) – exclude material that is properly considered to be exempt from disclosure
- Reports presented to council meetings – exclude material that is properly considered to be exempt from disclosure
- Responses to consultation papers
- Responses to planning applications
- Bye-laws

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:
 - Procedural standing orders
 - Committee and sub-committee terms of reference
 - 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:
 - Internal instructions to staff and policies relating to the delivery of services
 - 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)
- Records management, personal data and access to information policies
Include information security policies, records retention, destruction and archive policies, and data protection (including data sharing and CCTV usage) policies

Class 6 – Lists and Registers:

Currently maintained lists and registers only. Some information may be only available by inspection.

- Information legally required to hold in publicly available registers (in most circumstances existing access provisions will suffice)
- Assets register, including details of public land and building assets
- Disclosure log indicating the information provided in response to FOIA and EIR requests. These are recommended as good practice
- Register of members' interests – HBC Website only
- Register of gifts and hospitality

Class 7 – The services we may offer:

(Information about the services we may offer, including leaflets, guidance and newsletters produced for the public and businesses)

Current information only. Some information may be only available by inspection.

- Allotments
- Burial grounds and closed churchyards
- Community centres and village halls
- Parks, playing fields and recreational facilities
- Seating, litter bins, clocks, memorials and lighting
- Bus shelters
- Markets
- Public conveniences
- Agency agreements
- Services for which we are entitled to recover a fee and details of those fees (eg burial fees)

All requests for hard copies should be made by e-mail to:

clerk@sandymoorparishcouncil.gov.uk

or in writing to:

Sandymoor Parish Clerk:

Mr Arthur Neil

17 Robert Street

Northwich

Cheshire

CW8 1DN

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
	Photocopying @ 10p per sheet (black & white)	Actual cost
Disbursement cost	Photocopying @ 20p per sheet (colour) Postage	Actual cost Actual cost of Royal Mail standard 2nd class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)

Policy Adopted:



23 Apr 2026

Signed and dated on behalf of Sandymoor Parish Council (Chair)



23 Apr 2026

Signed and dated by Sandymoor Parish Council Clerk

Appendix 1 – Change Log

Date Issued	Reason for Update
23/04/2026	New Document