

Information available from Poynton Town Council under the model Publication Scheme

Poynton Town Council is obliged, under the Freedom of Information Act 2000, to make certain information available under what is known as a 'Publication Scheme'.

There are various ways in which the information can be supplied: as hard copy, which means we are required to provide the information as a printed document on request (and subject to charges), through our website and the PUN, on the Town Council noticeboards or by allowing the public to inspect documents by appointment at our office.

We aim to provide as much information as possible through our website, and to expand the amount of information available without the need to contact the office.

The information we are obliged to provide under the scheme is divided into a number of 'classes'. These are shown below, together with details of how to obtain that information:

Poynton Town Council will make as much information available as possible on a routine basis unless:

- Poynton Town Council does not hold the information;
- The information is exempt under one of the FOIA exemptions or Environmental Information Regulations 2004 exceptions, or the release of the information is prohibited by another statute;
- The information is readily and publicly available from an external website; such information may have been provided by the public authority or on its behalf (the authority must provide a direct link to that information);
- The information is archived, out of date or otherwise inaccessible; or,
- It would be impractical or resource-intensive to prepare the material for routine release.

If you wish to inspect any information at the Council's offices, please contact the Town Clerk first to make an appointment. We can then ensure that the information you require is available.

<p>Haf Barlow – Town Clerk, Poynton Town Council, Civic Hall, off Park Lane, Poynton, SK12 1RB. Tel 01625 872238 or email haf.barlow@poyntontowncouncil.gov.uk</p>
--

Information is available on the Town Council’s website, in the Town Council’s e-newsletter, on the Town Council’s noticeboards or hard copy on request from the Town Clerk (subject to the charges set out in the schedule of charges below)

- Town Council website www.poyntontowncouncil.gov.uk
- To subscribe to the newsletter follow the following link [Subscribe to the PUN](#) or by using the link on the website
- The Town Council’s noticeboards – Civic Hall, Dickens Lane, off Hazelbadge Road, Pool House Road, School Lane, London Road South, Junction of Park Lane and Middlewood Road, Chester Road and Shrigley Road North.

Information to be published	How the information can be obtained
<p>Class1 - Who we are and what we do (Organisational information, structures, locations and contacts)</p> <p>This will be current information only</p>	
Who’s who on the Council and its Committees	Hard copy, website and notice boards in the Civic Hall
Contact details for Town Clerk, other Officers and Council Members (named contacts with telephone number and e-mail addresses)	Hard copy and website. Emergency number for Clerk on Civic Hall door
Location of main Council office and accessibility details	Website, with map
Staffing structure	Hard copy and website
<p>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)</p> <p>Current and previous financial year as a minimum</p>	
Annual return form and report by auditor	Hard copy and on website

Finalised budget	Budget summary - Hard copy
Precept	Media release relating to the precept as hard copy and on website
Borrowing Approval letter	N/A
Financial Standing Orders and Regulations	Hard copy and on website
Grants given and received	Hard copy and on website
List of current contracts awarded and value of contract	N/A
Members' allowances and expenses	On website
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)	
Annual Reports to Town Assembly	Hard copy and website
Annual Return (for external audit)	Hard copy and website
Class 4 – How we make decisions (Decision making processes and records of decisions)	
Current and previous council year as a minimum	
Calendar of meetings (Council, standing committee meetings and Council Surgeries)	Hard copy, website and on notice boards
Agendas of meetings (as above)	Hard copy and on website
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Hard copy and website
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Hard copy on demand,
Responses to consultation papers	Hard copy

Responses to planning applications	Hard copy, Planning Minutes are also available on the website. Cheshire East planning website contains all planning applications, comments and decisions
Bye-laws	Hard copy – Open Spaces
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 remits Delegated authority in respect of officers Code of Conduct Policy statements	Hard Copy and Website
Policies and procedures for the provision of services and about the employment of staff: 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)	Hard copy

Child Protection Policy	
Data protection, document management policies and privacy notices	Hard copy and Website
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)	
Assets Register	Hard copy and website
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)	Hardcopy
Register of members' interests	Hard copy and on website
Register of gifts and hospitality	Hard copy
Class 7 – The services we offer	
(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)	
Current information only	
The Clerk publishes a regular newsletter with topical information for residents, and is also responsible for posting content on the Town Council website and Twitter	Website, by email and hard copy on request
Allotments	Website
Community centres and village halls	Hire rates for Civic Hall are available on the website and as hard copy
Parks, playing fields and recreational facilities	
Seating, litter bins, clocks, memorials and lighting	
Bus shelters	

A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Hire rates for Civic Hall are available on the website and as hard copy. Fees for allotments on request
Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above	
Poynton Neighbourhood Plan Survey and other documentation	Hard copy and website

Contact details: Haf Barlow, Town Clerk T. 01625 872238, haf.barlow@poyntontowncouncil.gov.uk

SCHEDULE OF CHARGES

Charges for providing hard copies for documents

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying / printing A4 @ 10p per side (black and white)	In line with current charging policies
	Photocopying / printing A4@40p per side (colour)	In line with current charging policies
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation
Other		

To be reviewed December 2021