

Information available from Delamere and Oakmere Parish Council under the model publication scheme

Adopted by Delamere and Oakmere Parish Council on 19th October 2015.

Confirmed 16th May 2016.

Confirmed 15th May 2017.

Confirmed on 14th May 2018.

Confirmed on 20th May 2019.

Confirmed on 18th May 2020.

Confirmed on 6th May 2021.

Confirmed 16th May 2022

Confirmed 19th June 2023

Confirmed 20th May 2024

Confirmed 19th May 2025

Confirmed 18th May 2026

Information to be published	How the information can be obtained	Cost
Class1 - Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only	website	Free
List of Councillors	Website	Free
Contact details for Parish Clerk – Joanne Monks Clerk Telephone 01928 411989 clerk@delamereandoakmereparish.gov.uk	Website	Free

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	Website	Photocopying & Postage costs
Annual return form and report by auditor	Website	Photocopying & Postage costs
Finalised budget	Hardcopy from Parish Clerk	Photocopying & Postage costs
Precept	Hardcopy from Parish Clerk	Photocopying & Postage costs
Standing Orders and Financial Regulations	Website	Photocopying & Postage costs
Grants given and received	Hardcopy from Parish Clerk	Photocopying & Postage costs
List of current contracts awarded and value of contract	Hardcopy from Parish Clerk	Photocopying & Postage costs
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)	(hard copy or website)	
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Website	Free
Class 4 – How we make decisions (Decision making processes and records of decisions)	(hard copy or website)	
Timetable of meetings (Council, any committee/sub-committee meetings and	Website	Free

parish meetings)		
Agendas of meetings (as above)	Hardcopy	Photocopying & Postage costs
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Website	Free
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Hardcopy	Photocopying & Postage costs
Responses to planning applications	Cheshire West & Chester website	Free
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)	
Schedule of charges for the publication of information	hardcopy from the clerk	Photocopying & Postage costs
Class 6 – Lists and Registers Currently maintained lists and registers only	(hard copy or website; some information may only be available by inspection)	
Assets Register	hardcopy from the clerk	Photocopying & Postage costs
Register of members' interests	hardcopy from the clerk	Photocopying & Postage costs
Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and	(hard copy or website; some information may	

newsletters produced for the public and businesses)	only be available by inspection)	
Current information only		
Copies of newsletters		

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 @ 15p per sheet (black & white)	Actual cost
	Photocopying @ 15p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class + VAT (required by HMRC for organisations using postal services.)
Statutory Fee		In accordance with the relevant legislation