



The Freedom of Information Act 2000 requires public authorities, which includes Parish Councils in England and Wales to adopt and maintain a publication scheme. The information available from Aston on Trent Parish Council is published in accordance with the Information Commissioners Office model publication scheme.

Information to be published	How the information can be obtained	Cost per hard copy / photocopy
Class1 - Who we are and what we do (Organisational information, structures, locations and contacts)	Via the Parish Council Website; http://www.aston-on-trent.co.uk/parishcouncil	
Who's who on the Council and its Committees	Hard Copy or via the Parish Council Website	As per schedule of charges below
Contact details for Parish Clerk	Mrs Sheena Butcher 67 Little Moorside Aston on Trent Derby DE72 2DZ Tel: 01332 793161	

	Email: theclerk@astonontrentparishcouncil.org.uk	
Staffing structure	We employ the following: Clerk / Responsible Financial Officer Village Lengthsman Village Gardener	
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)	Hard Copy and Parish Council Website	As per schedule of charges below
Annual return form and report by auditor	Hard Copy and Parish Council Website	As per schedule of charges below
Finalised budget	Hard copy	As per schedule of charges below
Precept	Hard copy	As per schedule of charges below
Borrowing Approval letter	Hard copy	As per schedule of charges below
Financial Standing Orders and Regulations	Hard copy and via the Parish Council Website	As per schedule of charges below
Grants given and received	Hard Copy	As per schedule of charges below
List of current contracts awarded and value of contract	Hard Copy	As per schedule of charges below
Members' allowances and expenses	Not applicable	

Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)		
Parish Plan (current and previous year as a minimum)	Not applicable	
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Hard copy and via the Parish Website	As per schedule of charges below
Quality status	Not applicable	
Local charters drawn up in accordance with DCLG guidelines	Not applicable	
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum	Aston on Trent Parish Council make decisions at our Parish Meetings. Current month agendas and minutes are published on the village notice boards and our website holds all current and past records.	
Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	Hard copy, village noticeboards and Parish Council Website	As per schedule of charges below
Agendas of meetings (as above)	Hard copy, village noticeboards and Parish Council Website	As per schedule of charges below
Minutes of meetings (as above) – n.b. this will exclude information that is properly regarded as private to the meeting.	Hard copy, village noticeboards and Parish Council Website	As per schedule of charges below
Reports presented to council meetings – n.b. this will exclude information that is properly regarded as private to the meeting.	Hard copy and Parish Council Website	As per schedule of charges below

Responses to consultation papers	Hard copy and Parish Council Website	As per schedule of charges below
Responses to planning applications	Hard copy and Parish Council Website	As per schedule of charges below
Bye-laws	Hard copy	As per schedule of charges below
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only	Hard copy and Parish Council Website	As per schedule of charges below
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	Hard copy and Parish Council Website	As per schedule of charges below
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 (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 and Parish Council Website	As per schedule of charges below

Information security policy	Hard copy and Parish Council Website	As per schedule of charges below
Records management policies (records retention, destruction and archive)	Hard copy and Parish Council Website	As per schedule of charges below
Data protection policies	Hard copy and Parish Council Website	As per schedule of charges below
Schedule of charges (for the publication of information)	Hard copy and Parish Council Website	As per schedule of charges below
Class 6 – Lists and Registers		
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) Acceptance of Office	Hard copy and Parish Council Website	As per schedule of charges below
Assets register	Hard copy	As per schedule of charges below
Disclosure log (indicating the information that has been provided in response to requests)	Hard copy	As per schedule of charges below
Register of members' interests	Hard copy	As per schedule of charges below
Register of gifts and hospitality	No gifts received	
Allotments	Not applicable	
Burial grounds and closed churchyards	Hard copy and Parish Council Website	
Aston on Trent War Memorial Hall	Hard copy and Parish Council Website	As per schedule of charges below

Parks, playing fields and recreational facilities	Hard copy and Parish Council Website	As per schedule of charges below
Seating, litter bins, clocks, memorials and lighting	Hard copy and Parish Council Website	As per schedule of charges below
Bus shelters	Not applicable	
Markets	Not applicable	
Public conveniences	Not applicable	
Agency agreements	Not applicable	
Services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Hard copy and Parish Council Website	As per schedule of charges below

Contact details:

Mrs Sheena Butcher, Clerk to Aston on Trent Parish Council, 67 Little Moorside, Aston on Trent, Derby, DE72 2DZ.
Tel: 01332 793161 Email: theclerk@astonontrentparishcouncil.org.uk

SCHEDULE OF CHARGES

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 12p per sheet (black & white)	Actual cost*
	Photocopying @ 15p per sheet (colour)	Actual cost*
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee	None applicable, unless a search is required, when the actual statutory fee will be charged, plus any photocopying required.	
Burial Fees Grant of Right (gives the exclusive right of burial in a specified plot, for a period of 50 Years)	Aston Resident Settlement Fee	Non Aston Resident Settlement Fee
a.) For an infant's grave (0 to 12 months)	Nil	Nil
b.) For a child's grave (between 12 months to 16 years)	Nil	Nil
c.) Adult Grave 9' X 4' (for coffin)	£400	£800
d.) For second burial after the first	£220	£310
e.) Adult Grave 10' X 5' (for casket)	£260	£690
f.) Ashes Plot 2' X 2' Including right to have 60cmX 60cm plaque	£170	£340

g.) Woodland Burial	£600	£900
Monuments Confers the right to erect a monument		
a.) A Headstone not exceeding 24 inches in height	£140	£210
b.) A headstone exceeding 2' but not exceeding 3'6"	£180	£270
Miscellaneous		
a.) Exhumation- Clerical administration	£885	£885
b.) Search of records, including copy of entry Plus an hourly rate @£5 per 30 minutes after first hour	£14	£14
Other		
Administrative Costs	Clerk hourly fee for other charges £11.75	Actual costs including holiday pay

* the actual cost incurred by the public authority