

SHARDLOW & GREAT WILNE PARISH COUNCIL

Information available under the Model Publication Scheme

| Information to be published | How the information can be obtained | Cost |
|--|---|--------------------------|
| <p>Class1 - Who we are and what we do This will be current information only N.B. Councils should already be publishing as much information as possible about how they can be contacted.</p> | | |
| Who's who on the Council and its Committees | Website Hardcopy | Free 50p per A4 sheet |
| Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used)) | Website Hardcopy | Free 50p per A4 sheet |
| Location of main Council office and accessibility details | Website | Free |
| Staffing structure | Website | Free |
| | | |
| <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) Current and previous financial year as a minimum</p> | | |
| Annual return form and report by auditor | Hardcopy | 50p per A4 sheet |
| Finalised budget | Hardcopy & Website | 50p per A4 sheet |
| Precept | Hardcopy | 50p per A4 sheet |
| | Website (see annual finance in April minutes; hardcopy) | Free 50p per A4 sheet |
| Financial Standing Orders and Regulations | Hardcopy | 50p per A4 sheet |
| Grants given and received. | Website (see minutes) | Free |

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|---|---------------------------------------|--------------------------------------|
| Current contracts awarded and value of contract | Hard Copy | 50p per A4 sheet |
| Class 3 – What our priorities are and how we are doing | | |
| Parish Plan | N/ A at present | |
| Annual Report to Parish or Community Meeting (current and previous year as a minimum) | Website (see April minutes) Hard Copy | Free 50p per A4 sheet |
| Quality status | Not applicable at present | |
| Class 4 – How we make decisions Current year only | | |
| Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings) | Website Hardcopy | Free 50p per A4 sheet |
| Agendas of meetings (as above) | Website Hardcopy | Free 50p per A4 sheet |
| Minutes of meetings (as above) – Note: this will exclude information that is properly regarded as private to the meeting. | Website Hardcopy | Free 50p per A4 sheet |
| Reports presented to council meetings – Note: this will exclude information that is properly regarded as private to the meeting. | Website hardcopy | Free 50p per A4 sheet |
| Responses to consultation papers | Website (minutes) | Free |
| Responses to planning applications; | Website (in minutes) Hardcopy | Free 50p per A4 sheet |
| Bye-laws | Not applicable at present | |
| Class 5 – Our policies and procedures Current information only | | |
| Procedural standing orders; Delegated authority in respect of officers; Committee and sub-committee terms of reference. Code of Conduct; | Hardcopy website & hardcopy | 50p per A4 sheet 50p per A4 sheet |

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| Policies and procedures for the provision of services and about the employment of staff: | Not applicable at present | |
| Data protection policies Schedule of charges (for the publication of information) | Website Hard | Free 50p per A4 sheet |
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| 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) | Hard copy | 50p per A4 sheet |
| Assets Register | Hard Copy Website | 50p per A4 sheet Free |
| Register of members' interests | Hard Copy website | 50p per A4 sheet free |
| Register of gifts and hospitality | Hard Copy | 50p per A4 sheet |
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| Class 7 – The services we offer - Current information only | | |
| Allotments | hardcopy | 50p per sheet |
| Burial grounds and closed churchyards | N/A | |
| Community centres and village halls | website | Free |
| Parks, playing fields and recreational facilities ("Parish Property") | Website | Free |
| Seating, litter bins, clocks, memorials and lighting | hardcopy | 50p per sheet |
| Bus shelters | Hardcopy | 50p per sheet |
| A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees). | Not applicable at present | |

Contact details:

For additional information or guidance please contact, in the first instance, the Clerk to the Council:

Dr. Jonathan Irons, Flat 4, Plumtree Cottages, Cavendish Bridge, Shardlow, Derby DE72 2HL

Tel: 01332 792853. Emails: jonirons2003@yahoo.co.uk; or jon.irons689@btinternet.com.

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 @ 50p per sheet (black & white) | Actual cost * |
| | Photocopying @ 50p per sheet (colour) | Actual cost * |
| | Postage | Actual cost of Royal Mail standard 2 nd class |

* the actual cost incurred by the public authority.