

Information available from Middleton Parish Council under the model publication scheme

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 By post from Parish Clerk	Free See schedule of charges
Who's who on the Council and its Committees	Website By post from Parish Clerk	Free See schedule of charges
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website By post from Parish Clerk	Free See schedule of charges
Location of main Council office and accessibility details	Not applicable	
Staffing structure	Website By post from Parish Clerk	Free See schedule of charges
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		
Annual return form and report by auditor	Website Paper copy	Free See schedule of charges
Finalised budget	Website Paper copy	Free See schedule of charges

Precept	Website Paper copy	Free See schedule of charges
Borrowing Approval letter	Not applicable	
Financial Standing Orders and Regulations	Website Paper copy	Free See schedule of charges
Grants given and received	Website Paper copy	Free See schedule of charges
List of current contracts awarded and value of contract	Website Paper copy	Free See schedule of charges
Members' allowances and expenses	Paper copy	See schedule of charges
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)	Website Paper copy	Free See schedule of charges
Quality status	Not applied for	
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, any committee/sub-committee meetings and parish meetings)	Website Paper copy	Free See schedule of charges
Agendas of meetings (as above)	Website Paper copy	Free See schedule of charges
Minutes of meetings (as above) – n.b. this will exclude information that is	Website	Free

properly regarded as private to the meeting.	Paper copy	See schedule of charges
Reports presented to council meetings – n.b. this will exclude information that is properly regarded as private to the meeting.	Website Paper copy	Free See schedule of charges
Responses to consultation papers	Website Paper copy	Free See schedule of charges
Responses to planning applications	Website Paper copy	Free See schedule of charges
Bye-laws	Not applicable	
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	Website Paper copy	Free See schedule of charges
Policies and procedures for the provision of services and about the employment of staff: Internal 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	Paper copy	See schedule of charges

Complaints procedures (including those covering requests for information and operating the publication scheme)		
Information security policy	Paper copy	See schedule of charges
Records management policies (records retention, destruction and archive)	Paper copy	See schedule of charges
Data protection policies	Paper copy	See schedule of charges
Schedule of charges for the publication of information	Website Paper copy	Free See schedule of charges
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)	Inspection by prior arrangement with Parish Clerk	See schedule of charges
Assets Register	Website Inspection by prior arrangement with Parish Clerk	Free See schedule of charges
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)	Not applicable	Not applicable
Register of members' interests	Website Paper copy	Free See schedule of charges
Register of gifts and hospitality	Inspection by prior arrangement with Parish Clerk	See schedule of charges

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		
Allotments	Not applicable	
Burial grounds and closed churchyards	Not applicable	
Community centres and village halls	Not applicable	
Parks, playing fields and recreational facilities	Not applicable	
Seating, litter bins, clocks, memorials and lighting	Website Paper copy	Free See schedule of charges
Bus shelters	Website Paper copy	Free See schedule of charges
Markets	Not applicable	
Public conveniences	Not applicable	
Agency agreements	Not applicable	
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Paper copy	See schedule of charges

Contact details:

Parish Clerk: John Rowe, c/o 1 Devonshire Villas, Upperwood Road, Matlock Bath, Matlock, Derbyshire DE4 3PD Tel: 07717 137 526

Email: clerk@middletonbywirksworth-pc.gov.uk

SCHEDULE OF CHARGES

This describes how the charges have been arrived at and should be published as part of the guide. In most cases the Parish Council will make information available free of charge. Where information is printed or copied to meet an enquiry the Parish Council reserves the right to make a reasonable copying charge. This is most likely to occur where the document size exceeds 10 pages or where multiple copies are requested.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 10p per sheet (mono)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)