



Information available from Duffield Parish Council under the model publication scheme

Adopted by Full Council on 7 May 2014.

Information to be published	How the information can be obtained	Cost
<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	Website On request from the Clerk	First 10 pages- free of charge thereafter- photocopying or printing cost at 10 per A4 page
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website On request from the Clerk Notice board Parish Page in monthly Duffield Scene	
Location of main Council office and accessibility details	Website Notice board Parish Page	
Staffing structure	On request from the Clerk	

<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	Web Site On request from the Clerk	no charge
Finalised budget	Web Site On request from the Clerk	
Precept	Web Site On request from the Clerk	
Borrowing Approval letter	On request from the Clerk	
Financial Standing Orders and Regulations	Web Site On request from the Clerk	
Grants given and received	Web Site-minutes On request from the Clerk	
List of current contracts awarded and value of contract	Web Site	
Members' allowances and expenses	Web Site On request from the Clerk Notice Board annually	
<p>Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)</p>		
Parish Plan (current)	Web Site On request from the Clerk	no charge

Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Web Site-minutes of Parish Meeting On request from the Clerk Duffield Scene-March each year	no charge
<p>Class 4 – How we make decisions (Decision making processes and records of decisions)</p> <p>Current and previous council year as a minimum</p>		
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Web Site Notice Board On request from Parish Clerk	no charge
Agendas of meetings (as above)	Web Site Notice Board On request from Parish Clerk	
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Web Site On request from Parish Clerk	
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	On request from Parish Clerk	
Responses to consultation papers	On request from Parish Clerk	
Responses to planning applications	On request from Parish Clerk	

Bye-laws	Web site On request from Parish Clerk	no charge
<p>Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information only</p>		
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	Web Site On request from Parish Clerk	no charge
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 Complaints procedures (including those covering requests for information and operating the publication scheme)	On request from Parish Clerk Web site	

Information security policy	Web site On request from Parish Clerk	No charge
Records management policies (records retention, destruction and archive)		
Data protection policies		
Schedule of charges		
<p>Class 6 – Lists and Registers</p> <p>Currently maintained lists and registers only</p>		
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	n/a	No charge
Assets Register	On request from Parish Clerk	
Register of members' interests	Web site On request from Parish Clerk	
Register of gifts and hospitality	Web site On request from Parish Clerk	
<p>Class 7 – The services we offer</p> <p>(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)</p> <p>Current information only</p>		

Allotments	Web site On request from the Parish Clerk	No charge
Burial grounds and closed churchyards	Web site On request from Parish Clerk	Search fee-£40
Parks, playing fields and recreational facilities	Web site On request from Parish Clerk	No charge
Seating, litter bins, clocks, memorials and lighting	Web site On request from Parish Clerk	
Bus shelters	Web site On request from Parish Clerk	
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Web Site On request from Parish Clerk	

Contact details:

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