

## ELVASTON PARISH COUNCIL

### Information available under the Model Publication Scheme

| Information to be published  | How the information can be obtained                     | Cost                     |
|--|---|--------------------------|
| <p><b>Class1 - Who we are and what we do</b><br/>           This will be current information only<br/>           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<br>Hardcopy                                     | Free<br>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<br>Hardcopy                                     | Free<br>50p per A4 sheet |
| Location of main Council office and accessibility details  | Website   | Free                     |
| Staffing structure   | Website   | Free                     |
|  |   |                          |
| <p><b>Class 2 – What we spend and how we spend it</b> (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit) Current and previous financial year as a minimum</p> | Hardcopy  | 50p per A4 sheet         |
| Annual return form and report by auditor   | Hardcopy & Website                                      | 50p per A4 sheet         |
| Finalised budget   | Hardcopy  | 50p per A4 sheet         |
| Precept  | Website (see annual finance in April minutes; hardcopy) | Free<br>50p per A4 sheet |
| Financial Standing Orders and Regulations  | Hardcopy  | 50p per A4 sheet         |
| Grants given and received.   | Website (see minutes)                                   | Free                     |

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

|  |                           |                          |
|--|---------------------------|--------------------------|
| <b>Policies and procedures for the provision of services and about the employment of staff:</b>  | Not applicable at present |                          |
| Data protection policies<br>Schedule of charges (for the publication of information)   | Website<br>Hard           | Free<br>50p per A4 sheet |
|  |                           |                          |
| <b>Class 6 – Lists and Registers - Currently maintained lists and registers only</b>   |                           |                          |
| 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<br>Website      | 50p per A4 sheet<br>Free |
| Register of members' interests   | Hard Copy<br>website      | 50p per A4 sheet<br>free |
| Register of gifts and hospitality  | Hard Copy                 | 50p per A4 sheet         |
|  |                           |                          |
| <b>Class 7 – The services we offer - Current information only</b>  |                           |                          |
| 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](mailto:jonirons2003@yahoo.co.uk); or [jon.irons689@btinternet.com](mailto: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.

| <b>TYPE OF CHARGE</b>    | <b>DESCRIPTION</b>                           | <b>BASIS OF CHARGE</b>                                   |
|--------------------------|--|--|
| <b>Disbursement cost</b> | Photocopying @ 50p per sheet (black & white) | Actual cost *  |
|                          | Photocopying @ 50p per sheet (colour)        | Actual cost *  |
|                          | Postage                                      | Actual cost of Royal Mail standard 2 <sup>nd</sup> class |

\* the actual cost incurred by the public authority.