

Information available from Findern 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		
Findern Parish Council – Councillors and Clerk details Cllr T Brown – Chairperson Cllr M Ratcliffe – Vice Chairperson Cllr G Cooke Cllr B Dosanjh Cllr J Hawke Cllr S Holmes Cllr Y Hughes Cllr C Smith Cllr M Woodhouse Mrs Kate Sharpe – Clerk/Responsible Financial Officer	1) request hard copy via the Clerk 2) Information can be emailed on request to the Clerk at: clerk@findernparishcouncil.gov.uk	
Location of main Council office is c/o Mrs Kate Sharpe (Clerk/RFO) Findern Parish Rooms, Lower Green, Findern, Derbyshire DE65 6AD	1) request hard copy via the Clerk 2) Information can be emailed on request to the Clerk at: clerk@findernparishcouncil.gov.uk	
Staffing structure – Three employees Parish Council Clerk/Responsible Financial Officer – Mrs Kate Sharpe Lengthsman for Findern (litter picker) – Mr Dave Tidy Parish Warden for Highfields – Mr Richard Yates	1) request hard copy via the Clerk 2) Information can be emailed on request to the Clerk at: clerk@findernparishcouncil.gov.uk	

Class 2 – What we spend and how we spend it Financial Information		
Annual return form and report by auditor	1) request hard copy via the Clerk 2) Via our Website: www.findernparishcouncil.gov.uk	
Finalised budget	1) request hard copy via the Clerk 2) Via our Website: www.findernparishcouncil.gov.uk	
Precept	1) request hard copy via the Clerk 2) Via our Website: www.findernparishcouncil.gov.uk	
Borrowing Approval letter – not applicable	N/A	
Financial Standing Orders and Regulations	1) request hard copy via the Clerk 2) Via our Website: www.findernparishcouncil.gov.uk	
Grants given and received	1) Please see the Parish Council Minutes on our website: www.findernparishcouncil.gov.uk	
List of current contracts awarded and value of contract	1) request hard copy via the Clerk	
Members' allowances and expenses – not applicable	Information can be emailed on request to the Clerk at: clerk@findernparishcouncil.gov.uk	

Class 3 – What our priorities are and how we are doing		
Parish Plan - not applicable	N/A – Not held by Findern Parish Council.	
Annual Report to Parish or Community Meeting (current and previous years)	1) request hard copy via the Clerk 2) Information can be emailed on request to the Clerk at: clerk@findernparishcouncil.gov.uk	
Quality status – Not applicable	N/A	
Local charters drawn up in accordance with DCLG guidelines – not applicable	N/A	
Class 4 – How we make decisions Current and previous council year as a minimum		
Timetable of meetings	1) request hard copy via the Clerk 2) Via our Website: www.findernparishcouncil.gov.uk	
Agendas of meetings	1) request hard copy via the Clerk 2) Via our Website: www.findernparishcouncil.gov.uk	
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	1) request hard copy via the Clerk 2) Via our Website: www.findernparishcouncil.gov.uk	
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	1) request hard copy via the Clerk 2) Via our Website: www.findernparishcouncil.gov.uk	
Responses to consultation papers	1) request hard copy via the Clerk 2) Via our Website: www.findernparishcouncil.gov.uk	
Responses to planning applications	1) request hard copy via the Clerk 2) Via our Website: www.findernparishcouncil.gov.uk	
Bye-laws – not applicable	N/A	

Class 5 – Our policies and procedures Current information only		
Policies and procedures for the conduct of council business: Procedural Standing Orders Committee terms of reference Delegated authority in respect of officers – Standing Orders Code of Conduct Financial Regulations Complaints Policy	1) request hard copy via the Clerk 2) Via our Website: www.findernparishcouncil.gov.uk	
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 – Freedom of Information schedule Complaints procedures	1) request hard copy via the Clerk 2) Via our Website: www.findernparishcouncil.gov.uk	
Information security policy	1) request hard copy via the Clerk 2) Via our Website: www.findernparishcouncil.gov.uk	
Records management policies (records retention, destruction and archive)	1) request hard copy via the Clerk 2) Via our Website: www.findernparishcouncil.gov.uk	
Data protection policies	1) request hard copy via the Clerk 2) Via our Website: www.findernparishcouncil.gov.uk	
Schedule of charges (for the publication of information) – as per minute	1) request hard copy via the Clerk	

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)	1) request hard copy via the Clerk	
Assets Register	1) request hard copy via the Clerk 2) Via our Website: www.findernparishcouncil.gov.uk	
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)	1) request hard copy via the Clerk	
Register of members' interests	1) request hard copy via the Clerk 2) Via our Website: www.findernparishcouncil.gov.uk	
Register of gifts and hospitality	1) request hard copy via the Clerk 2)	
Class 7 – The services we offer Current information only		
Allotments – not applicable	N/A	
Burial grounds and closed churchyards – not applicable	N/A	
Parish Rooms	1) request hard copy via the Clerk	
Parks, playing fields and recreational facilities	1) request hard copy via the Clerk	
Seating, litter bins, clocks, memorials and lighting	1) request hard copy via the Clerk	
Bus shelters – Doles Lane	1) request hard copy via the Clerk	
Markets – not applicable	N/A	
Public conveniences – not applicable	N/A	
Agency agreements – not applicable	N/A	
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees) – not applicable	N/A	
Additional Information		
Risk Assessments	1) request hard copy via the Clerk	

Contact details:**Mrs K Sharpe (Clerk/RFO to Findern Parish Council)****Findern Parish Rooms, Lower Green, Findern, Derbyshire DE65 6AD****Tel Mobile: 07444 085807****Email: clerk@findernparishcouncil.gov.uk****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 @ 5p per sheet (black & white)	Actual cost *
	Photocopying @ 5p per sheet (colour)	Actual cost *
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)

* the actual cost incurred by the public authority