

## Information available from Ashover Parish Council under the model publication scheme

Information to be published	How the information can be obtained	Cost (Min. £5.00)
<p><b>Class1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts)</p> <p>This will be current information only</p> <p>N.B. Councils should already be publishing as much information as possible about how they can be contacted.</p>	<p>Hard Copy Website Newsletters Noticeboards Email</p>	<p>Class 1 - 50p per A4 sheet (black &amp; white)</p>
Who's who on the Council and its Committees	Hard copy/Website/ Noticeboard	
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Hard Copy/Website/ Noticeboard/Newsletters	
Location of main Council office and accessibility details	Hard Copy/Website/ Noticeboard/Newsletters	
Staffing structure	Hard Copy and Website	
<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)</p> <p>Current and previous financial year as a minimum</p>	<p>Hard Copy Website</p>	<p>Class 2 - 50p per A4 sheet (black &amp; white)</p>
Annual return form and report by auditor	Hard Copy & Website	
Finalised budget	Hard Copy	
Precept	Hard Copy/Website/ Annual Report	
Borrowing Approval letter	Hard Copy if applicable	

Financial Standing Orders and Regulations	Hard Copy/Email	
Grants given and received	Hard Copy/Minutes	
List of current contracts awarded and value of contract	Hard Copy/Minutes	
Members' allowances and expenses	Hard Copy/Minutes	
<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)	Hard Copy Website	Class 3 - 50p per A4 sheet (black & white) Unless indicated otherwise
Parish Plan (current and previous year as a minimum)	Hard Copy & Website	£5.00
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Hard Copy & Website	Free
Quality status	Hard Copy/Website/ Annual Report	
Local charters drawn up in accordance with DCLG guidelines	Not Applicable	
<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions)  Current and previous council year as a minimum	Hard Copy Website Noticeboard Minutes	Class 4 - 50p per A4 sheet (black & white)
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Hard Copy/Website/ Noticeboard/Email	
Agendas of meetings (as above)	Hard Copy/Website/ Noticeboard	
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Hard Copy/Website/ Noticeboard	
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Hard Copy	
Responses to consultation papers	Hard Copy/Email	
Responses to planning applications	Hard Copy/Website /Minutes	
Bye-laws	Website/Email	

<p><b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information only</p>	<p>Hard Copy Website Email</p>	<p>Class 5 - 50p per A4 sheet (black &amp; white)</p>
<p>Policies and procedures for the conduct of council business:</p> <p>Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct (copy of Statutory Instrument) Policy statements</p>	<p>Hard Copy Website</p>	
<p>Policies and procedures for the provision of services and about the employment of staff:</p> <p>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)</p>	<p>Hard Copy Website</p>	
<p>Information security policy</p>	<p>Hard Copy</p>	
<p>Records management policies (records retention, destruction and archive)</p>	<p>Hard Copy</p>	
<p>Data protection policies</p>	<p>Hard Copy</p>	
<p>Schedule of charges (for the publication of information)</p>	<p>Hard Copy &amp; Website</p>	
<p><b>Class 6 – Lists and Registers</b></p> <p>Currently maintained lists and registers only</p>	<p>(Hard copy - some information may only be available by inspection)</p>	<p>Class 6 - 50p per A4 sheet (black &amp; white) Unless indicated otherwise</p>

Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	Hard Copy	
Assets Register	Hard Copy	
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)	Hard Copy	
Register of members' interests	Website Link/Hard Copy	
Register of gifts and hospitality	Hard Copy	
<b>Class 7 – The services we offer</b> (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)  Current information only	Hard Copy & Website	Class 7 - 50p per A4 sheet (black & white) Unless indicated otherwise
Allotments	Hard Copy	
Burial grounds and closed churchyards	Hard Copy & Website	
Parks, playing fields and recreational facilities	Hard Copy	
Seating, litter bins	Hard Copy	
Bus shelters	Hard Copy	
Public conveniences	Hard Copy	
Agency agreements	N/A	
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Hard Copy & Website	
<b>Additional Information</b> This will provide Councils with the opportunity to publish information that is not itemised in the lists above	N/A	

## Contact details:

Parish Clerk  
Ashover Parish Council  
40 Woodland Way  
Old Tupton  
CHESTERFIELD  
S42 6JA

Email: [parishclerk@ashover-pc.gov.uk](mailto:parishclerk@ashover-pc.gov.uk)

Website: [www.ashover-pc.gov.uk](http://www.ashover-pc.gov.uk)

## 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 for hard copies unless otherwise stated</b>	Photocopying @ 50p per A4 sheet (black & white)	Actual cost to authority
	Photocopying @ £1 per A4 sheet (colour)	Actual cost to authority
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>MINIMUM CHARGE</b>	<b>£5.00</b>	

**Reviewed:** May 2017  
**Reviewed:** May 2018  
**Next Review:** May 2021