

Information available from Heath & Holmewood Parish Council under the model publication scheme

All items marked hard copy are available at a cost of 10p per sheet, website items are free.

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> <p>N.B. Councils should already be publishing as much information as possible about how they can be contacted.</p>	<p>Website www.heathandholmewoodpc.org.uk</p>	
Who's who on the Council and its Committees	Website	
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	<p>Website Clerk: Mrs Kay Steele The Pavilion, Heath Road, Holmewood, Chesterfield S42 5RB Tel: 01246 857261</p>	
Location of main Council office and accessibility details	Website or as above	
Staffing structure	Clerk, RFO and Caretaker	

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	Website and Hard Copy	
Annual return form and report by auditor	Website and Hard Copy	
Finalised budget	Website/Minutes	
Precept	Website/Minutes	
Borrowing Approval letter	N/A	
Financial Standing Orders and Regulations	Website and Hard Copy	
Grants given and received	Website and Hard copy	
List of current contracts awarded and value of contract	Apply to Clerk	
Members' allowances and expenses	None paid	
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)	(Hard copy or Website)	
Parish Plan (current and previous year as a minimum)	N/A	
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Website/Minutes of Annual Parish Meeting	
Quality status	N/A	
Local charters drawn up in accordance with DCLG guidelines	N/A	
Class 4 – How we make decisions (Decision making processes and records of decisions)	(Hard Copy or Website)	

Current and previous council year as a minimum		
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Website and Hard Copy	
Agendas of meetings (as above)	Website and Noticeboards (3 Clear days before meeting)	
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Website and Hard Copy	
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Available from Clerk (3 Clear Days before Meeting)	
Responses to consultation papers	Minutes or Hard Copy	
Responses to planning applications	Minutes or Hard Copy	
Bye-laws	Hard Copy	
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only	(Hard Copy or Website)	
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	Hard Copy And Website	

Code of Conduct Policy statements		
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)	Hard Copy	
Information security policy	Hard Copy	
Records management policies (records retention, destruction and archive)	Minutes archived Finance docs retained 10 years	
Data protection policies	N/A	
Schedule of charges (for the publication of information)	Hard copy	
Class 6 – Lists and Registers Currently maintained lists and registers only	(Hard Copy or Website; some information may only be available by inspection)	
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)	N/A	

Register of members' interests	Hard Copy	
Register of gifts and hospitality	Hard Copy	
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	(Hard Copy or Website; some information may only be available by inspection)	
Allotments	None owned by Parish Council	
Burial grounds and closed churchyards	N/A	
Community centres and village halls	None owned by Parish Council	
Parks, playing fields and recreational facilities	Hard Copy/Clerk	
Seating, litter bins, clocks, memorials and lighting	Hard Copy/Clerk	
Bus shelters	Hard Copy/Clerk	
Markets	None	
Public conveniences	None	
Agency agreements	None	
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	N/A	
Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above		

**Contact details: Mrs Kay Steele
 Clerk to Heath & Holmewood Parish Council
 The Pavilion
 Heath Road
 Holmewood
 Chesterfield S42 5RB**

Tel: 01246 857261

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 @ 10p per sheet (black & white)	Actual cost *
	Photocopying @ 20p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class

Statutory Fee		In accordance with the relevant legislation

* the actual cost incurred by the public authority