

## Information available from North Wingfield Parish Council 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> (Organisational information, structures, locations and contacts)</p> <p>This will be current information only</p>	Hard copy and/or website	See list of charges below
Who's who on the Council and its Committees	hard copy and/or website	“
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	hard copy and/or website	“
Location of main Council office	hard copy and/or website	“
Staffing structure	hard copy and/or 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>	hard copy and/or website	“
Annual return form and report by auditor	hard copy	“

Finalised budget	hard copy	“
Precept	hard copy	“
Financial Standing Orders and Regulations	hard copy and/or website	“
Grants given and received	hard copy and/or website	“
List of current contracts awarded and value of contract	hard copy	“
Members' allowances and expenses	hard copy	“
<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)		
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	hard copy and/or website	“
<b>Class 4 – How we make decisions</b> <b>Information included in minutes of meetings</b>		
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	hard copy and/or website	“
Agendas of meetings (as above)	hard copy and/or by email	“
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	hard copy and/or website	“
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	hard copy and/or website	“
Responses to consultation papers	hard copy and/or website	“
Responses to planning applications	hard copy and/or website	“

<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>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  Policy statements</p>	<p>hard copy and/or website  hard copy  hard copy  hard copy and/or website  hard copy and/or website</p>	<p>“</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 and/or website  Hard copy and/or website  Hard copy and/or website  Hard copy and/or website  Hard copy and/or website  Hard copy and/or website</p>	<p>“</p>
<p><b>Class 6 – Lists and Registers</b></p> <p>Currently maintained lists and registers only</p>	<p>(hard copy or website;  some information may only be available by inspection)</p>	

Assets Register	Hard copy	“
Register of members' interests	Hard copy and/or website	“
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 or website; some information may only be available by inspection)	
Allotments	Hard copy	“
Burial grounds and closed churchyards	Hard copy	“
Community centres	Hard copy	“
Parks, playing fields and recreational facilities	Hard copy	“
Seating, litter bins, memorials and lighting	Hard copy	“
Bus shelters	Hard copy	“
Agency agreements	Hard copy	“
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Hard copy	“
<b>Additional Information</b> This will provide Councils with the opportunity to publish information that is not itemised in the lists above		

**Contact details:**

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 North Wingfield Community Resource Centre  
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 North Wingfield  
 CHESTERFIELD  
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#### 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 @ 10p per sheet (black & white)	Actual cost 10p per sheet (black & white)
	Photocopying @ 20p per sheet (colour)	Actual cost 20p per sheet (colour)
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Statutory Fee</b>		In accordance with the relevant legislation (quote the

		actual statute)
<b>Other</b>		

\* the actual cost incurred by the public authority