

## Information available from Desford 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> <p>N.B. Councils should already be publishing as much information as possible about how they can be contacted.</p>	<p>Hard Copy Contact Clerk</p>	
Who's who on the Council and its Committees	Hard Copy/ Contact Clerk/Web site	
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Hard Copy/ Web Site Contact Clerk	
Location of main Council office and accessibility details	<p>Desford Library, Main Street, Desford, LE9 9JP</p> <p>Open 10 to 12 Tuesday and Thursday.</p>	
Staffing structure	Website or Hard Copy / Contact Clerk	
<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 / Contact Clerk</p>	
Annual return form and report by auditor	Hard Copy / Contact Clerk	
Finalised budget	Website/Hard Copy / Contact Clerk	
Precept	Website/Hard Copy / Contact Clerk	
Borrowing Approval letter	Hard Copy / Contact Clerk	

Financial Standing Orders and Regulations	Website/Hard Copy / Contact Clerk	
Grants given and received	Website/Hard Copy / Contact Clerk	
List of current contracts awarded and value of contract	Website/Hard Copy / Contact Clerk	
Members' allowances and expenses	Not Applicable	
Expenditure items of more than £500	Website/Hard Copy/Contact Clerk	
<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)	Hard Copy / Contact Clerk	
Parish Plan (current and previous year as a minimum)	Hard Copy / Contact Clerk	
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Website/Hard Copy / Contact Clerk	
Quality status	Hard Copy / Contact Clerk	
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	Website/Hard Copy / Contact Clerk Via Council Minutes	
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Website/Hard Copy / Contact Clerk	
Agendas of meetings (as above)	Hard Copy / Contact Clerk Website	
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Hard Copy / Contact Clerk Website	
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Hard Copy / Contact Clerk	
Responses to consultation papers	Hard Copy / Contact Clerk	
Responses to planning applications	Hinckley & Bosworth Borough Council	
Bye-laws	Website/Hard Copy / Contact Clerk	

<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>Website/Hard Copy / Contact Clerk</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>Website/Hard Copy / Contact Clerk</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) Councillor Vacancies Policy  Policies and procedures for handling requests for information FoI Policy  Complaints procedures (including those covering requests for information and operating the publication scheme)</p>	<p>N/A  Website/Hard copy  Hard Copy  Website/hard copy  Website/hard copy  Website/Hard Copy</p>	
<p>Data Protection Policy &amp; Data Breach Policy</p>	<p>Website/hard copy</p>	
<p>Records management policies (records retention, destruction and archive)</p>	<p>Website/hard copy.</p>	
<p>Data protection policies</p>	<p>Website/hard copy</p>	
<p>Schedule of charges) for the publication of information)</p>	<p>Appendix A</p>	

<b>Class 6 – Lists and Registers</b>		
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)	Website/Hard copy/Clerk	
Assets Register	Website/Hard Copy / Contact Clerk	
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)	Not Applicable	
Register of members' interests	Hinckley & Bosworth Borough Council	
Register of gifts and hospitality	N/A	
<b>Class 7 – The services we offer</b>	Hard Copy / Contact Clerk	
(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)		
Current information only		
Allotments	Website/Clerk	
Burial grounds and closed churchyards	Website/Clerk	
Community centres and village halls	Website/Clerk	
Parks, playing fields and recreational facilities	Website/Clerk	
Seating, litter bins, clocks, memorials and lighting	Website/Clerk	
Bus shelters	Website/Clerk	
Markets	Not Applicable	
Public conveniences	Not Applicable	
Agency agreements	Not Applicable	
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Website/Hard Copy / Contact Clerk	

<b>Additional Information</b> This will provide Councils with the opportunity to publish information that is not itemised in the lists above		
<b>NONE</b>		

## Contact details:

### Clerk to the Council

Parish Office, c/o Desford Library, Main Street, Desford, LE9 9JP

Tel: 01455822993

Website: [www.desfordparishcouncil.co.uk](http://www.desfordparishcouncil.co.uk)

Email: [clerk@desfordparishcouncil.co.uk](mailto:clerk@desfordparishcouncil.co.uk)

## Appendix A

### SCHEDULE OF CHARGES

Please note that no charge will be made for documents sent via e-mail except in rare cases where the information is not readily available in which case the Clerk's time will be charged at £20.00 per hour (pro rata).

Type of charge	Description	Basis of charge
Disbursement cost	Photocopying @30p per sheet (black & white)	Actual cost of printing ink and paper
	Photocopying @60p per sheet (colour)	Actual cost of printing ink and paper
	A3 available	Price on Request
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
Statutory Fee	Not applicable, unless a search is required, when the actual statutory fee will be charged, plus any photocopying required	In accordance with the relevant legislation
Other	Clerk's time involved in gathering information, photocopying etc.	Actual cost £20 per hour (pro-rata)