

Information available from Youlgrave Parish Council under the model publication scheme

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>Displayed on Parish Council Notice Board – details of all councillors with contact details. Copy available from clerk Or see website</p>	<p>See schedule</p>
<p>Who's who on the Council and its Committees</p>	<p>Main advisory committee for Finance and Personnel Matters meets quarterly Details available from clerk</p>	<p>See schedule</p>
<p>Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))</p>	<p>See Noticeboard / website Available from clerk</p>	<p>See schedule</p>
<p>Location of main Council office and accessibility details Christmas Cottage, Church Street, Youlgrave DE45 1WL</p>	<p>Office is Clerk's home, visits by appointment only. 01629 636151</p>	
<p>Staffing structure</p>	<p>1 Part time employee - Clerk</p>	
<p>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)</p> <p>Current and previous financial year as a minimum</p>	<p>Copies available from clerk</p>	<p>See schedule</p>

Annual return form and report by auditor	Copies available from clerk	See schedule
Finalised budget	Copies available from clerk	See schedule
Precept	Copies available from clerk	See schedule
Borrowing Approval letter	Not applicable	
Financial Standing Orders and Regulations	Large document available from clerk	See schedule
Grants given and received	Details from clerk	See schedule
List of current contracts awarded and value of contract	Details from clerk	See schedule
Members' allowances and expenses	None claimed currently (Chair's allowance of £100 budgeted for/ available)	
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)		
Parish Plan (current and previous year as a minimum)	Copy available	
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Copy available from Clerk	See schedule
Quality status	Not applicable	
Local charters drawn up in accordance with DCLG guidelines	None applicable	
Class 4 – How we make decisions (Decision making processes and records of decisions)		
Current and previous council year as a minimum	Copies of Minutes of Meetings available from clerk or see website	See schedule

Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	See noticeboard/website Copy available from clerk	See schedule
Agendas of meetings (as above)	See noticeboard/website Copy available from clerk	See schedule
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	See website Copy available from Clerk	See schedule
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Copy available from Clerk	See schedule
Responses to consultation papers	Copy available from Clerk	See schedule
Responses to planning applications	See relevant minutes	
Bye-laws	None applied for currently	
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only		
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 Code of Conduct Policy statements	Copies available for inspection at Council Office	
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	Copies available for inspection at Council Office	

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)	Copies available for inspection at Council Office	
Information security policy	n/a	
Records management policies (records retention, destruction and archive)	We follow guidelines of County Records Office and DALC	
Data protection policies	n/a	
Schedule of charges (for the publication of information)	See below	
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)	Held by DDDC/DCC	
Assets Register	Available for inspection	
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 held	
Register of members' interests	Available for inspection	
Register of gifts and hospitality	Available for inspection	
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	26 Plots at Coldwell End 1 Plot at Parish Piece	See schedule
Burial grounds and closed churchyards	Not applicable	
Community centres and village halls	Not under Council control	
Parks, playing fields and recreational facilities	Alport Lane Playing Fields Coldwell End Play Area	See schedule
Seating, litter bins, clocks, memorials and lighting	17 benches in parish, Conduit Head Fountain Square + troughs	
Bus shelters	Grove Place	
Markets	None	
Public conveniences	ALPF and Coldwell End	
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)	Car Park fees CE & ALPF plus hire of ALPF, Allotment fees, Toilet block Honesty box	See Schedule
Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above		

Contact details: Matthew Lovell, Clerk
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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.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 10p per sheet (black & white)	Actual cost* of paper and cartridges + wear & tear etc
	Photocopying @ ..15p per sheet (colour)	Actual cost* as above
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)
Other	CE Car park Honesty Box	£2 per day
	ALPF Welldressing Car Park	£2 per day
	Allotment Full Plot	£25 per year (2012/13)
	ALPF Ground Hire for clubs	£60 per year (2012/13)
	Use of Pavilion	£105 per year per team
	Pavilion water and electricity	Unit recharge at cost
	ALPF Hire (daily basis)	£50 per day (2012/13)

* the actual cost incurred by the public authority