

Information available from Denby Dale Parish Council under the model publication scheme

Information to be published	How the information can be obtained	Cost
Class1 - Who we are and what we do Current information only		
Who's who on the Council and its Committees	Website Hard copy - contact Clerk	Free 5p/sheet
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website Hard copy - contact Clerk	Free 5p/sheet
Location of main Council office and accessibility details	Website Hard copy - contact Clerk	Free 5p/sheet
Staffing structure	Website Hard copy - contact Clerk	Free 5p/sheet
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		
Annual return form and report by auditor	Hard copy - contact Clerk	5p/sheet
Finalised budget	Hard copy - contact Clerk	5p/sheet
Precept	Contact Clerk	
Borrowing Approval letter		
Financial Standing Orders and Regulations	Hard copy - contact Clerk	5p/sheet
Grants given and received	Hard copy – contact Clerk	5p/sheet

List of current contracts awarded and value of contract		
Members' allowances and expenses	Contact clerk	
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)	Website Hard copy - contact Clerk	Free Free while stocks last
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Website Hard copy - contact Clerk	Free 5p/sheet
Quality status	Hard copy - contact Clerk	5p/sheet
Local charters drawn up in accordance with DCLG guidelines	Hard copy - contact Clerk	5p/sheet
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum		
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Website Notice boards Hard copy - contact Clerk	Free Free 5p/sheet
Agendas of meetings (as above)	Website Notice boards Hard copy - contact Clerk	Free Free 5p/sheet
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Website Hard copy - contact Clerk	Free 5p/sheet
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Hard copy - contact Clerk	5p/sheet
Responses to consultation papers	Hard copy - contact Clerk	5p/sheet
Responses to planning applications	Hard copy - contact Clerk	5p/sheet

Bye-laws		
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	Hard copy - contact Clerk Website Hard copy - contact Clerk Hard copy - contact Clerk Hard copy - contact Clerk Hard copy - contact Clerk	5p/sheet Free 5p/sheet 5p/sheet 5p/sheet 5p/sheet
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 - contact Clerk Hard copy – contact Clerk Website Hard copy - contact Clerk Website Hard copy - contact Clerk	5p/sheet 5p/sheet 5p/sheet 5p/sheet
Information security policy	Hard copy - contact Clerk	5p/sheet
Records management policies (records retention, destruction and archive)		
Data protection policies	Hard copy - contact Clerk	5p/sheet

Schedule of charges (for the publication of information)	Website Hard copy – contact Clerk	Free 5p/sheet
Class 6 – Lists and Registers 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)		
Assets Register	Inspection only	
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)		
Register of members' interests	Inspection only	
Register of gifts and hospitality	Inspection only	
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		
Allotments		
Burial grounds and closed churchyards		
Community centres and village halls		
Parks, playing fields and recreational facilities		
Seating, litter bins, clocks, memorials and lighting		
Bus shelters		
Markets		
Public conveniences		
Agency agreements		
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)		

Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above		

Contact details: Clerk to Denby Dale Parish Council
Council Offices
24 Commercial Road
Skelmanthorpe
Huddersfield
HD8 9DA
Tel: 01484 222963
e-mail: denbydaleparishcouncil@kirklees.gov.uk

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 @ 5per sheet (black & white)	Cost of paper, photocopy maintenance charges and cost of Clerk's time *
	Postage – current 2 nd class Stamps charges	Actual cost of Royal Mail standard 2 nd class
Statutory Fee	As applicable	In accordance with the relevant legislation (quote the actual statute)
Other	N/A	