

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

Information to be published	How the information can be obtained	Cost
<b>Class1 - Who we are and what we do</b> 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
<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) 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	
<del>Borrowing Approval letter</del>		
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	
<b>Class 3 – What our priorities are and how we are doing</b> (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
<b>Class 4 – How we make decisions</b> (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		
<b>Class 5 – Our policies and procedures</b> (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:  <del>Internal policies relating to the delivery of services</del> Equality and diversity policy Health and safety policy <del>Recruitment policies (including current vacancies)</del> 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
<del>Records management policies (records retention, destruction and archive)</del>		
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
<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)		
Assets Register	Inspection only	
<del>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)</del>		
Register of members' interests	Inspection only	
Register of gifts and hospitality	Inspection only	
<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		
<del>Allotments</del>		
<del>Burial grounds and closed churchyards</del>		
<del>Community centres and village halls</del>		
<del>Parks, playing fields and recreational facilities</del>		
<del>Seating, litter bins, clocks, memorials and lighting</del>		
<del>Bus shelters</del>		
<del>Markets</del>		
<del>Public conveniences</del>		
<del>Agency agreements</del>		
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)		

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

**Contact details:** Hazel Chowcat, Clerk to Denby Dale Parish Council  
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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 @ 5per sheet (black & white)	Cost of paper, photocopy maintenance charges and cost of Clerk's time *
	Postage – current 2 <sup>nd</sup> class Stamps charges	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Statutory Fee</b>	As applicable	In accordance with the relevant legislation (quote the actual statute)
<b>Other</b>	N/A	