

CURBAR PARISH COUNCIL

Information available from Curbar Parish Council under the Model Publication Scheme

The Freedom of Information Act 2000 requires all local councils to publish a scheme specifying the classes of information the council publishes or intends to publish.

This scheme sets out the classes of information held by Curbar Parish Council, how they are published and made available to the public and whether a charge is made to access any particular piece of information.

The purpose of the scheme is to ensure a significant amount of information is available, without the need for a specific request. The aim is to publish more information proactively and to develop a greater culture of openness and transparency.

The following list shows the classes of information that Curbar Parish Council publishes.

Information to be Published	How the information can be obtained	Cost (not including postage)
Class 1 – Who we are and what we do - Current Information only		
Who is on the Council	Website Hardcopy from Clerk	Free 10p per hardcopy sheet
Contact details for Parish Clerk and Council members	Website Hardcopy from Clerk	Free 10p per hardcopy sheet
Location of main Council office and accessibility details	N/A – no council office	
Staffing Structure	N/A – only one employee – the Clerk	
Class 2 – What we spend and how we spend it – Current and previous financial year as a minimum		
Annual return form and report by auditor	Website Hardcopy from Clerk	Free 10p per hardcopy sheet
Finalised budget	Hardcopy from Clerk, Minutes	10p per hardcopy sheet
Precept	Published in Minutes on Website	Free
Borrowing approval letter	N/A	
Financial Standing Orders and Regulations	Website Hardcopy from Clerk	Free 10p per hardcopy sheet
Grants given and received	Published in Minutes on Website Hardcopy from Clerk	Free 10p per hardcopy sheet

List of current contracts awarded and value of contract	Published in Minutes on Website Hardcopy from Clerk	Free 10p per hardcopy sheet
Members' allowances and expenses	Hardcopy from Clerk	10p per hardcopy sheet
Class 3 – What our prioritise are and how we are doing – Current and previous year as a minimum		
Parish Plan	The Parish Council does not have a Parish Plan	
Annual Report to Parish or Community Meeting	Website Hardcopy from Clerk	Free 10p per hardcopy sheet
Quality Status	The Parish Council is not a Quality Council	
Local charters drawn up in accordance with DCLG guidelines	The Parish Council does not have any local charters	
Class 4 – How we make decisions - Current and previous council year as a minimum		
Timetable of meetings	Website Hardcopy from Clerk	Free 10p per hardcopy sheet
Agendas of meetings	Website Hardcopy from Clerk	Free 10p per hardcopy sheet
Minutes of Meetings ¹	Website Hardcopy from Clerk	Free 10p per hardcopy sheet
Reports presented to Council Meetings ¹	Hardcopy from Clerk	10p per hardcopy sheet
Responses to consultation papers	Published in Minutes on Website Hardcopy from Clerk	Free 10p per hardcopy sheet
Responses to planning applications	Published in Minutes on Website Hardcopy from Clerk	Free 10p per hardcopy sheet
By-laws	N/A ²	
Class 5 – Our policies and procedures – Current Information only		
Policies and procedures for the conduct of council business: – Procedural standing orders	Website Hardcopy from Clerk	Free 10p per hardcopy sheet

¹ Excludes information that is properly regarded as private to the meeting

² Please refer to Derbyshire Dales District Council, Derbyshire County Council and The Peak District National Park Authority.

<ul style="list-style-type: none"> - Committee and sub-committee terms of reference - Delegated authority in respect of officers - Code of Conduct - Policy statements 		
<ul style="list-style-type: none"> - Policies and procedures for the provision of services and about the employment of staff: - Internal instructions to staff and policies relating to the delivery of services - Equality and diversity policy - Health and safety policy - Recruitment policies - Policies and procedures for handling requests for information - Complaint procedures 	<p>Website</p> <p>Hardcopy from Clerk</p>	Free 10p per hardcopy sheet
Information security policy	<p>Website</p> <p>Hardcopy from Clerk</p>	Free 10p per hardcopy sheet
Record management policies	<p>Website</p> <p>Hardcopy from Clerk</p>	Free 10p per hardcopy sheet
Schedule of charges	<p>Website</p> <p>Hardcopy from Clerk</p>	Free 10p per hardcopy sheet
Class 6 – Lists and Registers – Currently maintained lists and registers only		
Any publicly available register or list	N/A	
Assets register	Hardcopy from Clerk	10p per hardcopy sheet
Disclosure log	N/A	
Register of members' interests	<p>Website</p> <p>Hardcopy from Clerk</p>	Free 10p per hardcopy sheet
Register of gifts and hospitality	N/A	
Class 7 – The services we offer - Current information only		
Allotments	N/A	
Burial grounds and closed churchyards	<p>Website,</p> <p>Hardcopy from Clerk</p>	Free 10p per hardcopy sheet
Community centres and village halls	N/A	
Parks, playing fields and recreational facilities	Contact the Clerk for details	10p per hardcopy sheet
Seating, litter bins, clocks, memorials and lighting	For seating contact the Clerk for details	10p per hardcopy sheet
Bus shelters	N/A	

Markets	N/A	
Public convenience	N/A	
Agency agreements	N/A	
Services for which the council is entitled to recover a fee, together with those fees	N/A	

**Contact details: The Clerk, Curbar Parish Council, Sarah Nicholas, 23 Fallowfield Road, New Whittington, Chesterfield, S43 2DP, 07715 256114,
Clerk@curbarparishcouncil.org.uk**

Schedule of Charges

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 10p per sheet (black & white)	Cost incurred by the Council
	Photocopying @ 25p per sheet (colour)	Cost incurred by the Council
	Postage: Royal Mail 2 nd class	Actual cost
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)

To be reviewed March 2021

Last Reviewed March 2019