

Information available from Risley Parish Council under the model publication scheme Adopted 13 February 2014, Minute 13-200

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>(hard copy and/or website)</p> <p>Website</p>	
<p>Who's who on the Council and its Committees</p>	<p>Website</p>	
<p>Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))</p>	<p>Website</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 & previous year</p>	<p>(hard copy and/or website)</p>	
<p>Annual return form and report by auditor</p>	<p>Website</p>	

Finalised budget	Clerk	
Precept	Website	
Financial Standing Orders and Regulations	Website	
Grants given & received	Website – Minutes	
List of current contracts awarded and value of contract	Website - Minutes	
Members' allowances and expenses	Website	
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews) Current & previous year	(hard copy or website)	
Parish Plan	N/A	
Annual Report to Parish Meeting	Website	
Quality status	N/A	
Class 4 – How we make decisions (Decision making processes and records of decisions) Current & previous year	(hard copy or website)	
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Website, Notice boards (2)	
Agendas of meetings (as above)	Website, Notice boards (2)	
Minutes of meetings (as above).	Website	
Reports presented to council meetings	Website - Minutes	
Responses to consultation papers	Website - Minutes	

Responses to planning applications	Website	
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current only	(hard copy or website)	
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	Website N/A N/A Website Website	
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)	N/A N/A N/A N/A Website Website	
Information security policy	N/A	
Records management policies (records retention, destruction and archive)	N/A	

Data protection policies	N/A	
Schedule of charges (for the publication of information)	Website	
Class 6 – Lists and Registers		
Currently maintained lists and registers only	(hard copy or website; some information may only be available by inspection)	
	N/A	
Assets Register	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)	Clerk	
Register of members' interests	Clerk	
Register of gifts and hospitality	Clerk	
Class 7 – The services we offer		
(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)	(hard copy or website; some information may only be available by inspection)	
Current information only		
Allotments	N/A	
Burial grounds and closed churchyards	N/A	
Community centres and village halls	Website	
Parks, playing fields and recreational facilities	Website	
Seating, litter bins, clocks, memorials and lighting	Website	
Bus shelters	Website	
Markets	N/A	
Public conveniences	N/A	

Agency agreements	N/A	
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	N/A	
Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above		

Contact details:

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Chairman: M.D.O'Neill, 57 Derby Road, Risley DE72 3SY
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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
	Photocopying @ ..p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)
Other	Basic charge for Clerk's time, in addition to charges above	£5.00