

**SWANWICK PARISH COUNCIL
PUBLICATION SCHEME**



Information available from Swanwick Parish Council Under the 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>Available from Swanwick Parish Council's website www.swanwickparishcouncil.org.uk</p> | <p>Nil</p> |
| <p>Clerk and Councillors can be contacted directly through the Contacts page on the website</p> | <p>Website</p> | <p>Nil</p> |
| <p>Who's who on the Council</p> | <p>Website</p> | <p>Nil</p> |
| <p>Contact details for Parish Clerk</p> | <p>By Email: clerk@swanwickparishcouncil.org.uk</p> <p>By writing Swanwick Parish Council Office (address below), or</p> <p>By visiting office</p> | <p>Nil</p> |

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| | Tuesday & Thursday 10am – 12noon | |
| Contact any Council Member by email | Use the Contacts page on the website | Nil |
| Location of Council office and accessibility details | Swanwick Parish Council Office 76-80 Derby Road Swanwick, Derbyshire, DE55 1BG | Nil |
| Staffing structure | Clerk plus Village Caretaker | Nil |
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| <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> | (hard copy and/or website) | |
| Annual return form and report by auditor | Website | |
| Finalised budget | Website | |
| Precept | Website | |
| Borrowing Approval letter (if any) | Website | |
| Financial Standing Orders and Regulations | Website | |

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|--|--|---------------|
| Grants given and received | Minutes of meetings - website | |
| List of current contracts awarded and value of contract | Minutes of meetings - website | |
| Members' allowances and expenses | Minutes of meetings -website | |
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| Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews) | (hard copy or website) | |
| Parish Plan (current and previous year as a minimum) | | |
| Annual Report to Parish Meeting (current and previous year as a minimum) | | |
| Quality status | N/A | |
| Local charters drawn up in accordance with DCLG guidelines | N/A | |
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| Class 4 – How we make decisions (Decision making processes and records of decisions) | (hard copy or website) | |
| Current and previous council year as a minimum | | |
| Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings) | Website | |
| Agendas of meetings (as above) | Website | |
| Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting. | Website in the following month to meeting | |
| Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting. | Website | |

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| Responses to consultation papers | Will be included in Agenda documents where appropriate | |
| <p>Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information only</p> | (hard copy or website) | |
| <p>Policies and procedures for the conduct of council business:</p> <p>Standing Orders 2016 (Reviewed May 2017) Financial Regulations 2016 (Reviewed May 2017) Delegated authority in respect of officers Members' Code of Conduct 2017 Social Media Policy April 2016</p> | Website | |
| <p>Policies and procedures for the provision of services and about the employment of staff:</p> <p>Internal policies relating to the delivery of services Equality and diversity policy Health and safety policy Recruitment policies (including current vacancies)</p> | All contained in Employee Rules; hard copy held in Parish Council Office | |
| Policies and procedures for handling requests for information | Publication Scheme | |

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| Complaints procedures 2016 (Reviewed May 2017) (including those covering requests for information and operating the publication scheme) | Website | |
| Information security policy | In development | |
| Records management policies (records retention, destruction and archive) | Website | |
| Data protection policies | In development | |
| Schedule of charges for the publication of information | | |
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| 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) | | |
| Assets Register | Website | |
| 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) | Hard copy | |
| Register of members' interests | On the website | |
| Register of gifts and hospitality | Hard copy | |
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| 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) | |

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| Allotments | N/A | |
| Burial grounds and closed churchyards | No burial grounds | |
| Community centres and village halls | At proposal stage | |
| Swanwick Parish Council Grant Awarding Policy 2016 | Website or hard copy | |
| Parks, playing fields and recreational facilities | Amber Valley BC Responsibility | |
| Seating, litter bins, clocks, memorials and lighting | Hard copy | |
| Bus shelters | Hard copy | |
| Markets | No markets | |
| Public conveniences | No conveniences | |
| Agency agreements (where appropriate) | Hard copy | |
| A summary of services for which the council is entitled to recover a fee, together with those fees | | |
| Trees for Memorial Gardens (at cost) | | |

Contact details:

**Clerk
Swanwick Parish Council
76-80 Derby Road
Swanwick
Derbyshire
DE55 1BG**

SCHEDULE OF CHARGES

This describes how the charges have been arrived at and should be published as part of the guide.
Material available on the website is freely available and no charge is incurred

| TYPE OF CHARGE | DESCRIPTION | BASIS OF CHARGE |
|--------------------------|--|--|
| Disbursement cost | Photocopying @ 10p per sheet (black & white) | Actual cost * |
| | Photocopying @ 15p 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 | | Actual Cost * |

* If number of copies exceeds 2 or the number of pages in a document exceeds 5 the actual cost incurred by the public authority will be charged in full including materials and staff time.

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| Swanwick Parish Council Publication Scheme | Adopted May 2016 Minute No. 163.7/2016 |
| Reviewed June 2017 | Minute No. 355.8/2017 |
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