

**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><b>Class1 - Who we are and what we do</b> Organisational information, structures, locations and contacts</p> <p>This will be current information only</p>	<p>Available from Swanwick Parish Council's website <a href="http://www.swanwickparishcouncil.org.uk">www.swanwickparishcouncil.org.uk</a></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><b>By Email:</b> <a href="mailto:clerk@swanwickparishcouncil.org.uk">clerk@swanwickparishcouncil.org.uk</a></p> <p><b>By writing</b> Swanwick Parish Council Office (address below), or</p>	<p>Nil</p>

Information to be published	How the information can be obtained	Cost *
	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 The offices are now closed pending the development of Swanwick Village Hall. Correspondence can be addressed to	Clerk to Swanwick Parish Council 265 Sleetmoor Lane, Swanwick, Derbyshire, DE55 1RH	Nil
Staffing structure	Clerk plus Village Caretaker	Nil
<p><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)</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)		
Financial Standing Orders and Regulations	Website	

<b>Information to be published</b>	<b>How the information can be obtained</b>	<b>Cost *</b>
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	
<b>Class 3 – What our priorities are and how we are doing</b> (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	
<b>Class 4 – How we make decisions</b> (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	

Information to be published	How the information can be obtained	Cost *
Responses to consultation papers	Will be included in Agenda documents where appropriate	
<p><b>Class 5 – Our policies and procedures</b>            (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>Customer Complaint Procedure (Rev 06.19)            Swanwick Parish Council Standing Orders Revision8 (Rev 06.19)            Financial Regulations 2019 (Rev June 2019)            Swanwick Parish Council Members' Code of Conduct (Rev 06.19)            Swanwick Parish Council Social Media Policy (Rev 06.19)            Swanwick Parish Council Grant Awarding Policy (Rev 06.19)</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	

<b>Information to be published</b>	<b>How the information can be obtained</b>	<b>Cost *</b>
Policies and procedures for handling requests for information	Publication Scheme -website	
Customer Complaint Procedure (Rev 06.19)) (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) Retention of Documents (Rev 06.19)	Website	
Data protection policies	In development	
Schedule of charges for the publication of information	At end of this document	
<b>Class 6 – Lists and Registers</b> 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	
<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)	(hard copy or website; some information may only be available by inspection)	

<b>Information to be published</b>	<b>How the information can be obtained</b>	<b>Cost *</b>
Current information only		
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 (Rev 06.19)	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 to Swanwick Parish Council  
265 Sleetmoor Lane, Swanwick, Derbyshire, DE55 1RH**

## 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
<b>Disbursement cost</b>	Photocopying @ 10p per sheet (black & white)	Actual cost *
	Photocopying @ 15p per sheet (colour)	Actual cost *
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Statutory Fee</b>		In accordance with the relevant legislation (quote the actual statute)
<b>Other</b>		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.

Swanwick Parish Council Publication Scheme	Adopted May 2016 Minute No. <b>163.7/2016</b>
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