

**Information available from Darley Dale Town Council under the Model Publication Scheme**

Information to be published	How the information can be obtained	Cost
<b>CLASS 1 – Who we are and What we do</b>		
<b>(Organisational information, structures, locations and contacts)</b>		
<b>Current Information only</b>		
Who's who on the Council	Hard Copy and Web site. Published in "Update"	None
Contact details for Town Clerk and Council Members (named contact with telephone numbers and e mail address)	Hard Copy and Web site. Published in "Update"	None
Location of main Council Office and accessibility details	Hard Copy and Web site. Published in "Update"	None
Staffing	Hard Copy and Web site. Published in "Update"	None
<b>Class 2 – What we spend and how we spend it</b>		
<b>(Financial information relating to projected and actual income &amp; expenditure, procurement, contracts and financial audit) Current and previous financial year.</b>		
Annual Return Form and Auditors Report	Hard Copy	None
Finalised Budget	Hard Copy	None
Precept	Hard Copy	None
Financial Standing Orders and Regulations	Hard Copy	None
Grants given and received	Hard Copy	None

<b>Class 3 – What our priorities are and how we are doing</b>		
<b>(Strategies and Plans, audits, inspection and reviews)</b>		
Town Plan (Currently being produced by Steering Committee)	Hard copy and website	None
Annual Report given at Annual Town Meeting	Hard copy and published in "Update"	None
Quality Status	Hard copy	None
<b>Class 4 – How we make decisions</b>		
<b>(Decision making processes and record of decisions). Current and previous year</b>		
Agendas of meetings	Hard copy and website	None
Minutes of meetings	Hard copy and website	None
Reports presented to Council Meetings	Hard copy	None
Responses to Planning Applications	Hard copy	None
<b>Class 5 – Our policies and procedures</b>		
<b>(Current written protocols, policies and procedures for delivering our services)</b>		
Standing Orders	Hard copy	None
Committee and Sub Committee terms of reference	Hard copy	None
Code of Conduct	Hard copy	None
Complaints Procedure	Hard copy	None
Data protection policy	Hard copy	None
Schedule of charges	Hard copy	None
<b>Class 6 – Lists and Registers</b>		
<b>(Any public available list or register)</b>		
Assets Register	Hard copy	None
Register of Members Interests	Hard copy	None

<b>Class 7 – The services we offer</b>		
<b>(Information about the services we offer, including leaflets, guidance and newsletters produced for the public)</b>		
Allotments`	Hard copy	None
Seating, litter bins, grit bins, dog waste bins, Public notice boards	Hard copy	None
Bus shelters	Hard copy	None
Cleaning of Public Conveniences	Hard copy	None
Production of "Update" – The Council's quarterly newsletter	Hard copy	None
Maintenance of Footpaths	Hard copy	None
Maintenance of Grass Verges	Hard copy	None

**Schedule of Charges**

<b><u>Type of Charge</u></b>	<b><u>Description</u></b>	<b><u>Basis of Charges</u></b>
<b>Disbursement Cost</b>	Photocopying @10p per sheet	Actual Cost
	Postage	Actual Cost