

# Information available for Darley Dale Town Council under the Model Publication Scheme

December 2014

DARLEY DALE  
TOWN COUNCIL  
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**DARLEY DALE TOWN COUNCIL**

**INFORMATION AVAILABLE UNDER THE MODEL PUBLICATION SCHEME**

<b>Information to be published</b>	<b>How the information can be obtained</b>	<b>Cost</b>
<b>Class1 - Who we are and what we do:</b> (Organisational information, structures, locations and contacts) This will be current information only		
Who's who on the Council and its Committees	Website Hard copy – contact Clerk	Free 10p sheet
Contact details for Parish Clerk and Council members (named contacts with telephone number and email address (if used))	Website Hard copy – contact Clerk	Free 10p sheet
Location of main Council office and accessibility details	Website Hard copy – contact Clerk	Free 10p sheet
Staffing Structure	Website Hard copy – contact Clerk	Free 10p sheet
<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) Current and previous financial year as a minimum		
Annual Return form and report by auditor	Hard copy – contact Clerk	10p sheet
Finalised budget	Hard copy – contact Clerk	10p sheet
Precept	Hard copy – contact Clerk	10p sheet
Financial Standing Orders and Regulations	Website Hard copy – contact Clerk	Free 10p sheet
Grants given and received	Website Hard copy – contact Clerk	Free 10p sheet
List of current contracts awarded and value of contract	Hard copy – contact Clerk	10p sheet
Members' allowances and expenses	Hard copy – contact Clerk	10p sheet

<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)		
Town Plan 2009	Website	Free
<b>Class 3 – cont</b>		
Annual Report to Parish Meeting	Website Hard copy – contact Clerk	Free 10p sheet
Quality Status accreditation	Hard copy – contact Clerk	10p sheet
<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions)		
Timetable of meetings	Website Hard copy – contact Clerk	Free 10p sheet
Agenda for meetings	Website Hard copy – contact Clerk	Free 10p sheet
Minutes of meetings NB this will exclude information that is properly regarded as private to the meeting	Website Hard copy – contact Clerk	Free 10p sheet
Reports presented to meetings NB this will exclude information that is properly regarded as private to the meeting	Hard copy – contact Clerk	10p sheet
Responses to consultation papers	Hard copy – contact Clerk	10p sheet
Responses to planning applications	Hard copy – contact Clerk	10p sheet
<b>Class 5 – Our policies and procedures:</b> (Current written protocols, policies and procedures for delivering our services and responsibilities)		
Policies and Procedures for the conduct of Council business: Procedural Standing Order Code of Conducts	Website Website	Free Free
Policies and Procedures for the provision of services and about the employment of staff: Health and Safety policy	Hard copy – contact Clerk	10p sheet

Complaints procedures (including those covering requests for information and operating the publication scheme)	Website	Free
<b>Class 6 – Lists and Registers</b> Currently maintained lists and registers only		
Assets Register	Hard copy – contact Clerk	10p sheet
Register of Members’ Interests	Website	Free
Register of Gifts and Hospitality	Hard copy – contact Clerk	10p sheet
<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) Current information only		
Allotments	Website	Free
Newsletter	Website Hard copy	Free Free , distributed to homes

<b>SCHEDULE OF CHARGES</b>	<b>Type of Charge</b>	<b>Description</b>	<b>Basis of Charge</b>
Disbursement cost		Photocopying @ 10p per sheet (black & white)	Actual cost
Postage			Actual cost of Royal Mail Standard 2nd class
Statutory Fee			In accordance with the relevant legislation

Contact Details :Town Clerk and Responsible Finance Officer, The Whitworth Centre, Station Road, Darley Dale, Derbyshire, DE4 2EQ

Email: [townclerk@darleydale.gov.uk](mailto:townclerk@darleydale.gov.uk)

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