**Ockbrook and Borrowash Parish Council**

**Model Publication Scheme.**

The Freedom of Information Act 2000 requires public authorities, which includes Parish Councils in England and Wales to adopt and maintain a publication scheme. The information available from Ockbrook and Borrowash Parish Council is published in accordance with the Information Commissioners Office model publication scheme.

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| **Information to be published** | **How the information can be obtained** | **Cost per hard copy – contact the Clerk/photocopy** |
| **Class 1 – Who are we and What we do**  (organisational information, structures, locations and contacts) | Via the Parish Council Website:  [www.ockbrookandborrowashparishcouncil.gov.uk](http://www.ockbrookandborrowashparishcouncil.gov.uk) |  |
| Who is who on the Council and its Committees | Via the Parish Council Website | As per schedule of charged below |
| Contact details for Parish Clerk | Mrs Sarah Kitchener  The Parish Hall  Church Street  Ockbrook  Derby  DE72 3SL  [clerk@ockbrookandborrowashparishcouncil.gov.uk](mailto:clerk@ockbrookandborrowashparishcouncil.gov.uk) |  |
| Staffing structure | We employ the following:  Clerk/Responsible Finance Officer  Litter Picker |  |
| **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). | Hard copy – contact the Clerk  Visit Parish Council Website | As per schedule of charges below |
| Annual return form and report by auditor | Hard copy – contact the Clerk  Visit Parish Council Website | As per schedule of charges below |
| Finalised budget | Hard copy – contact the Clerk  Visit Parish Council Website | As per schedule of charges below |
| Precept | Hard copy – contact the Clerk  Visit Parish Council Website | As per schedule of charges below |
| Borrowing approval letter | Hard copy – contact the Clerk | As per schedule of charges below |
| Financial Standing Orders and Regulations | Hard copy – contact the Clerk  Visit Parish Council Website | As per schedule of charges below |
| Grants given and received | Hard copy – contact the Clerk | As per schedule of charges below |
| List of current contracts awarded and value of contract | Hard copy – contact the Clerk | As per schedule of charges below |
| Members allowances and expenses | Hard copy – contact the Clerk | As per schedule of charges below |
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| **Class 3 – What our priorities are and how we are doing**  (Strategies and plans, performance indicators, audits, inspections and reviews) |  |  |
| Parish Plan (current and previous year as a minimum) | Not applicable |  |
| Annual report to Parish or community meeting (current and previous year as a minimum) | Hard copy – contact the Clerk  Visit Parish Council Website | As per schedule of charges below |
| Quality status | Not applicable |  |
| Local charters drawn up in accordance with DCLG guidelines | Not applicable |  |
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| **Class 4 – How we make decisions**  (Decision making processes and records of decisions)  Current and previous year as a minimum | Ockbrook and Borrowash Parish Council make decisions at our Parish meetings.  Current month agendas are published on the village notice boards and our Website holds all current and past records of minutes.  Hard copy- contact the Clerk. | As per schedule of charges below |
| Timetable of meetings (Council and any committee/sub-committee meetings and Parish meetings) | Hard copy – contact the Clerk.  Village notice boards and Parish Council Website. | As per schedule of charges below |
| Agenda of meetings (as above) | Hard copy – contact the Clerk.  Village notice boards (current month) and Parish Council Website. | As per schedule of charges below |
| Minutes of meetings (as above) – n.b. this will exclude information that is properly regarded as private to the meeting. | Hard copy – contact the Clerk  Visit Parish Council Website | As per schedule of charges below |
| Reports presented to Council meetings – n.b. this will exclude information that is properly regarded as private to the meeting. | Hard copy – contact the Clerk  Visit Parish Council Website (via minutes) | As per schedule of charges below |
| Responses to consultation papers | Hard copy – contact the Clerk. | As per schedule of charges below |
| Responses to planning applications | Hard copy – contact the Clerk  Visit Parish Council Website (via minutes) | As per schedule of charges below |
| Byelaws | Hard copy – contact the Clerk. | As per schedule of charges below |
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| **Class 5 – Our policies and procedures**  (current written protocols, policies and procedures for delivering our services and responsibilities)  Current information only | Hard copy – contact the Clerk  Visit Parish Council Website | As per schedule of charges below |
| 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 | Hard copy – contact the Clerk  Visit Parish Council Website | As per schedule of charges below |
| Policies and procedures for the provisions of services and about the employment of staff.  Internal instructions to staff and policies relating to the delivery of services.  Equality and diversity policy  Health and safety policy  Recruitment policy (including current vacancies)  Policies and procedures for handling request for information.  Complaints procedure (including those covering requests for information and operating the publication scheme) | Hard copy – contact the Clerk  Visit Parish Council Website | As per schedule of charges below |
| Information security policy | Hard copy – contact the Clerk  Visit Parish Council Website | As per schedule of charges below |
| Records management policies (records retention, destruction and archive) | Hard copy – contact the Clerk  Visit Parish Council Website | As per schedule of charges below |
| Data protection policies | Hard copy – contact the Clerk  Visit Parish Council Website | As per schedule of charges below |
| Schedule of charges (for publication of information) | Hard copy – contact the Clerk  Visit Parish Council Website | As per schedule of charges below |
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| **Class 6 – Lists and Registers**  Currently maintained lists and registers only |  |  |
| Any publicly available register or list (if any are held this should be publicised: in most circumstances, existing access provisions will suffice)  Acceptance of Office | Inspection – contact the Clerk | As per schedule of charges below |
| Assets register | Hard copy – contact the Clerk  Visit Parish Council Website (via minutes) | As per schedule of charges below |
| Disclosure log (indicating the information that has been provided in response to requests) | Hard copy – contact the Clerk | As per schedule of charges below |
| Register on members’ interest | Hard copy – contact the Clerk | As per schedule of charges below |
| Register of gifts and hospitality | No gifts received |  |
| **Class 7 – The services we offer**  Allotments | Hard copy – contact the Clerk | As per schedule of charges below |
| Burial grounds and closed churchyards | Hard copy – contact the Clerk | As per schedule of charges below |
| Ockbrook and Borrowash Parish Hall | Hard copy – contact the Clerk  Visit Parish Council Website | As per schedule of charges below |
| Parks, playing fields and recreational facilities | Hard copy – contact the Clerk | As per schedule of charges below |
| Seating, litter bins, clocks, memorials and lighting | Hard copy – contact the Clerk | As per schedule of charges below |
| Bus shelter | Hard copy – contact the Clerk | As per schedule of charges below |
| Markets | Not applicable |  |
| Public conveniences | Not applicable |  |
| Agency agreements | Not applicable |  |
| Service for which the Council is entitled to recover a fee, together with those fees (e.g. burial fees) | Hard copy – contact the Clerk  Visit Parish Council Website | As per schedule of charges below |

**Contact Details**

Mrs Sarah Kitchener

Clerk and RFO to Ockbrook and Borrowash Parish Council

The Village Hall

Church Street

Ockbrook

Derby

DE72 3SL

Tel office number: 01332 664100 Office mobile number: 07860 702904

Email: [clerk@ockbrookandborrowashparishcouncil.gov.uk](mailto:clerk@ockbrookandborrowashparishcouncil.gov.uk)

**Schedule of Charges.**

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| **Type of Charges** | **Description** | **Basis of Charge** |
| **Disbursement cost** | Photocopying @ 10p per sheet (black and white) | Actual cost incurred |
|  | Printing @ 10p per sheet (black and white) | Actual cost incurred |
|  | Printing @ 15p per sheet (colour) | Actual cost incurred |
|  | Postage | Actual cost of Royal Mail standard 2nd class |
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| **Statutory fee** | Nonapplicable, unless a search is required, then the actual statuary fee will be charged, plus any photocopying required. |  |
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| **Burial Fees** | Ockbrook and Borrowash resident fee | Ockbrook and Borrowash non-resident fee |
| Grant and Exclusive Rights (plot can be reserved) Adult | £550 | £1,760 |
| Grant and Exclusive Rights (plot can be reserved) Child | £275 | £275 |
| Grant and Exclusive Rights (plot can be reserved) Cremation | £198 | £550 |
| For an infant’s interment (under 12 years) | Free | Free |
| For all other interments | £198 | £198 |
| For an infant’s interment of ashes (under 12 years) | Free | Free |
| For all other interments of ashes | £137.50 | £137.5 |
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| **Monuments**  Confers the rights to erect a monument |  |  |
| Lawn memorials with first inscription | £198 | £198 |
| Lawn memorials with second inscription | £44 | £44 |
| Flat cremation memorials | £198 | £198 |
| Memorial vases | £44 | £44 |
| Wooden Cross | £44 | £44 |
| Memorial Bench | £100 | £100 |
| Transfer or ownership of Exclusive Rights of burial | Free | Free |
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| **Miscellaneous** |  |  |
| **Room hire for Parish Hall** | £12.50 per hour non commercial  £15.63 per hour commercial  After 18.00  £15.00 per hour non commercial  £18.75 per hour commercial  (minimum booking of 2 hours) |  |
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| **Allotment Rent** | £50.00 full plots  £37.50 half plots  25% discount for senior citizens |  |