

**DENTON PARISH COUNCIL  
FREEDOM OF INFORMATION ACT SCHEME**

**Information available from**

**Parish Council under the model 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>N.B. Councils should already be publishing as much information as possible about how they can be contacted.</p>	<p>The full list of parish councillors is available from the parish clerk.</p>	<p>10p per side of copying from parish office (black and white).</p>
<p>Who's who on the Council and its Committees</p>	<p>Available as above</p>	<p>As above</p>
<p>Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))</p>	<p>Available as above</p>	<p>As above</p>
<p>Location of main Council office and accessibility details</p>	<p>33 Friars Avenue, Delapre, Northampton. NN4 8PY</p>	
<p>Staffing structure</p>	<p>Parish Clerk is the clerk and responsible financial office</p>	
<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) Current and previous financial year as a minimum</p>	<p>The budgets and audit papers for all years are kept at the parish office, and are available as above, on prior appointment</p>	<p>Cost 10p per side as above.</p>
<p>Annual return form and report by auditor</p>	<p>Held by parish clerk</p>	<p>As Above</p>
<p>Finalised budget</p>	<p>As above</p>	<p>As above</p>
<p>Precept</p>	<p>As above</p>	<p>As above</p>
<p>Borrowing Approval letter</p>	<p>N/A</p>	
<p>Financial Standing Orders and Regulations</p>	<p>Held by parish clerk</p>	<p>As above</p>

<b>Information to be published</b>	<b>How the information can be obtained</b>	<b>Cost</b>
Grants given and received	Details held by parish clerk	
List of current contracts awarded and value of contract	Details held by parish clerk	
Members' allowances and expenses	Details held by parish clerk (N/A at present)	
<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)	(hard copy)	
Parish Plan (current and previous year as a minimum)	N/A	
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Held by parish clerk	
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)	
Current and previous council year as a minimum		
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Published on the village website and on noticeboards	As above
Agendas of meetings (as above)	As above	As above
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	As above, and also kept by parish clerk	As above
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Held by parish clerk	As above
Responses to consultation papers	Held by parish clerk	As above
Responses to planning applications	Held by parish clerk	As above

Information to be published	How the information can be obtained	Cost
Bye-laws	Held by parish clerk	As above
<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)	
<p>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</p>	All held by parish clerk	All as above
<p>Policies and procedures for the provision of services and about the employment of staff:            Internal policies relating to the delivery of services            Equality and diversity policy            Health and safety policy            Recruitment policies (including current vacancies)            Policies and procedures for handling requests for information            Complaints procedures (including those covering requests for information and operating the publication scheme)</p>	Any which exist are held by parish clerk	All as above
Information security policy	N/A	
Records management policies (records retention, destruction and archive)	N/A	
Data protection policies	N/A	
Schedule of charges )for the publication of information)	10p per side	
<p><b>Class 6 – Lists and Registers</b></p>	(hard copy some information may only be	

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Currently maintained lists and registers only	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)	Electoral Register held by parish clerk	N/A
Assets Register	Held by parish clerk	10p per side, as above
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)	N/A	
Register of members' interests	Held by parish clerk	
Register of gifts and hospitality	Held by parish clerk	
<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	(hard copy; some information may only be available by inspection)	
Allotments	N/A	
Burial grounds and closed churchyards	N/A	
Community centres and village halls	Enquiries are forwarded to the Village Hall Manager	
Parks, playing fields and recreational facilities	Relevant information is held by the parish clerk	
Seating, litter bins, clocks, memorials and lighting	Relevant information is held by the parish clerk	10p per sheet as above
Bus shelters	As above	N/A
Markets	N/A	
Public conveniences	N/A	
Agency agreements	N/A	
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	N/A	

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<b>Additional Information</b> This will provide Councils with the opportunity to publish information that is not itemised in the lists above		

**Contact details:**

Clerk – Mrs Shirley Wong, 33 Friars Avenue, Delapre, Northampton. NN4 8PY

Tel: 01604 700691

**email:clerk@dentonparishcouncil.org.uk**

**SCHEDULE OF CHARGES**

This describes how the charges have been arrived at and should be published as part of the guide.

<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b>BASIS OF CHARGE</b>
<b>Disbursement cost</b>	Photocopying @ 10p per side (black & white)	Actual cost .10p per side, plus rental of machine plus paper cost
	Photocopying @ 20p per side (colour)	Actual cost: .20per side plus rental plus paper cost
	Postage	Actual cost of Royal Mail standard 1st class
<b>Statutory Fee</b>		In accordance with the relevant legislation (quote the actual statute)

\* the actual cost incurred by the public authority

**Reviewed 10th May 2023 Minute ref: 211/23/G – Next review 8<sup>th</sup> May 2024 319/24/h**