

Information available from Hatton Parish Council under the Model Publication Scheme from November 1st 2009

Information can be obtained in the following ways:

Website: www.hattonparishcouncil.org

Email: bjohnm1@ntlworld.com

Letter to Parish Clerk:

Mr. John Maw
82 Onslow Road,
Mickleover,
Derby DE3 9JG

There is no charge for electronic versions of documents obtained directly from the web or via email. If paper documents are requested then the actual cost of photocopying and postage will be charged.

Information to be published

Class 1 - Who we are and what we do.

(Organisational information, structures, locations, and contacts)

- Who's who on the Council and its committees.
- Contact details for the Parish Clerk
- Parish Council email addresses.

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)

- Annual return form and report by Auditor.
- Finalised budget
- Precept
- Financial Regulations and Standing Orders.
- Grants given and received.
- List of current contracts awarded and value of contract.
- Members allowances and expenses.

Class 3 - What our priorities are and how we are doing.

(Strategies and plans, performance indicators, audits, inspections and reviews.)

Class 4 - How we make decisions.

(Decision making process and records of decisions)

- Timetable of meetings (Council and committees)
- Agendas of meetings (as above)
- Minutes of meetings (as above)- this will exclude information that is properly regarded as private to the meeting.
- Reports presented to council meetings - this will properly exclude information that is properly regarded as private to the meeting.
- Responses to consultation papers.
- Responses to planning applications.

Class 5 - our policies and procedures.

(Current written protocols, policies and procedures for delivering services and responsibilities)

- 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
- Policies and procedures for the provision of services and about the employment of staff.
- Health and Safety Policy.
- Policies and procedures for handling requests for information.
- Complaints procedures (including covering requests for information and operating the publication scheme.)
- Information security policy.
- Records management policies (records retention, destruction, and archive)
- Data protection policy
- Schedule of charges for the publication of information.

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)
- Assets Register.
- 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)
- Register of Member's Interests.
- Register of Gifts and Hospitality.

Class 7 - The services we offer.

(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses.)

- Parks playing fields and recreational facilities.
- Seating, litter bins, clocks, memorials, and lighting.
- Bus shelters,

Additional Information.

(Publish any information that is not itemised in the lists above.)

For any queries about Freedom of Information please contact Clerk to the Council Mr John Maw via email or telephone 01332 523885