

FREEDOM OF INFORMATION ACT 2000

We plan to make much of the information available on our website www.belpertowncouncil.co.uk. Information will however be available in other formats such as printed copies.

The scheme lists who you need to contact to ask for information and gives their address and phone number and, where available, their email address.

Information listed in the scheme may be obtained by various methods:-

- (i) by writing to the Council at the address given in the scheme;
- (ii) by e-mail request to the address set out in the scheme
- (iii) by request from our website www.belpertowncouncil.co.uk
- (iv) by telephoning 01773 822116.
- (v) by visiting the Town Council Rooms, St John's Chapel, The Butts, Belper, Derbyshire, DE56 1HX.

We will make paper copies of the publication scheme available at the Town Council Office.

Charges

We plan to make as much information available as possible without charging for it.

Free of charge on the website. For those without Internet access, a print out would be available from the named officer who is responsible for the day to day operations. However multiple printouts or complete documents may attract a charge for cost of retrieval, photocopying and postage. We would let you know if a charge was involved at the time you make your request

Free of Charge to view at the Town Council Office. An appointment may be necessary.
If you need a lot of printed material we may charge you. Any charges made will be calculated using the Fee Regulations determined under the Act.

Where a charge is payable, payment will normally be required before the information can be provided to you.

Complaints

We would normally expect the named officer to understand what information you have asked for and to tell you where you can find it. If the information you receive is not what you need, you should first contact the named officer.

If the information you asked for is not available, the named officer will tell you why.
If you believe that we have not dealt with your request fairly and cannot deal with it satisfactorily on an informal basis, you should follow our complaints procedure (copy available from the Town Clerk).

If you have followed our complaints procedure and are still not happy with how we have dealt with your request, you may also contact the Information Commissioner to ask him to investigate the matter. You can contact the Information Commissioner at Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF - phone 01625 545700
email: data@dataprotection.gov.uk.

Information available from Belper Town Parish Council under the model publication scheme

Information to be published	How the information can be obtained	Cost
<p>Class1 - Who we are and what we do (Organisational information, structures, locations and contacts)</p> <p>This will be current information only</p>		
Who's who on the Council and its Committees	Web-site	Free
Contact details for Town Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Web-site Newsletter	Free Free
Location of main Council office and accessibility details	Web-site	Free
Staffing structure	Hard Copy –Contact Clerk	10p sheet

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	Hard copy – contact Clerk	10p sheet
Finalised budget	Hard copy – contact Clerk	10p sheet
Precept	Hard copy – contact Clerk Newsletter (limited period)	10p sheet free
Borrowing Approval letter	Not applicable	
Financial Standing Orders and Regulations	Hard copy – contact Clerk	10p sheet
Grants given and received	Hard copy – contact Clerk	10p sheet
List of current contracts awarded and value of contract	Hard copy – contact Clerk	10p sheet
Members' allowances and expenses	Not applicable	
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)		
Parish Plan	Not applicable	
Annual Report to Town or Community Meeting	Newsletter Web-site (limited period) Hard copy – contact Clerk	Free free 10p sheet
Quality status	Hard copy – contact Clerk	10p sheet
Local charters drawn up in accordance with DCLG guidelines	Not applicable	

Class 4 – How we make decisions (Decision making processes and records of decisions)		
Timetable of meetings (Council, any committee/sub-committee meetings and town council meetings)	Web-site Newsletter Hard copy – contact Clerk	Free Free 10p sheet
Agendas of meetings (as above)	Web-site) Hard copy)	Free 10psheet
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Web-site Hard copy – contact Clerk	Free 10p sheet
Reports presented to council 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
Bye-laws	Hard copy – contact Clerk	10p sheet
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)		
Current information only		
Policies and procedures for the conduct of council business:	Hard copy – contact Clerk	10p sheet
Procedural standing orders		

Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements		
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) -	Hard copy – contact Clerk	10p sheet
Information security policy -	Hard copy – contact Clerk	10p sheet
Records management policies (records retention, destruction and archive)	Hard copy – contact Clerk	10p sheet
Data protection policies	Hard copy – contact Clerk	10p sheet
Schedule of charges)for the publication of information)	See later	
Class 6 – Lists and Registers Currently maintained lists and registers only	(hard copy or website; some information may only be available by inspection)	
Any publicly available register or list	Inspection – contact Clerk	10p sheet
Assets Register	Hard copy – contact Clerk	10p sheet
Disclosure log	Hard copy – contact Clerk	10p sheet
Register of members’ interests	Hard copy – contact Clerk	10p sheet

Register of gifts and hospitality	Hard copy – contact Clerk	10p sheet
Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only	(hard copy or website; some information may only be available by inspection)	
Farmers Market	Contact Clerk	Free
Allotments	Hard copy - Contact Clerk	10p sheet
Burial grounds and closed churchyards	Not applicable	
Community centres and village halls – Town council rooms	Contact Clerk	Free
Parks, playing fields and recreational facilities	Contact Clerk	Free
Seating, litter bins, clocks, memorials and lighting	Contact Clerk	Free
Car parking	Contact Clerk	Free
Bus shelters	Contact Clerk	Free
Markets	Contact Clerk	Free
Public conveniences	Contact Clerk	Free
Agency agreements	Not applicable	
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. room hire, farmers market stalls)	Hard copy – Contact Clerk	10p sheet

Contact details: Mrs R Bullimore – Clerk to Belper Town Council

**St John's Chapel, The Butts, Belper, Derbyshire, DE56 1HX
Tel/Fax 01773 822116 e-mail belpertowncouncil@btconnect.com
Web-site www.belpertowncouncil.co.uk**

SCHEDULE OF CHARGES

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 10p per sheet (black & white)	Actual cost *
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation
Other	n/a	

* the actual cost incurred by the public authority