



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 Draycott and Church Wilne Parish Council is published in accordance with the Information Commissioners Office model publication scheme.

Information to be published	How the information can be obtained	Cost per Hard copy - contact the Clerk / photocopy
Class1 - Who we are and what we do (Organisational information, structures, locations and contacts)	Via the Parish Council Website: www.draycott-pc.gov.uk	
Who's who on the Council and its Committees	Via the Parish Council Website	As per schedule of charges below
Contact details for Parish Clerk	Mrs Sheena Butcher The Parish Rooms Elvaston Street Draycott Derby DE73 3PY clerk@draycott-pc.gov.uk	
Staffing structure	We employ the following:	

	Clerk / Responsible Financial Officer	
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 and Parish Council Website	As per schedule of charges below
Annual return form and report by auditor	Hard copy - contact the Clerk and Parish Council Website	As per schedule of charges below
Finalised budget	Hard copy - contact the Clerk and Parish Council Website	As per schedule of charges below
Precept	Hard copy - contact the Clerk	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 and via the 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	

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)	Hard copy - contact the Clerk	
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Hard copy - contact the Clerk, Newsletter and via the Parish Website	As per schedule of charges below
Quality status	Hard copy - contact the Clerk	
Local charters drawn up in accordance with DCLG guidelines	Not applicable	
Class 4 – How we make decisions (Decision making processes and records of decisions)		
Current and previous council year as a minimum	Draycott and Church Wilne Parish Council make decisions at our Parish Meetings. Current month agendas and minutes are published on the village notice boards and our website holds all current agendas and past records of minutes	
Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	Hard copy - contact the Clerk, village noticeboards, newsletter and Parish Council Website	As per schedule of charges below

Agendas of meetings (as above)	Hard copy - contact the Clerk, village noticeboards (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, village noticeboards for current month and 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	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	As per schedule of charges below
Bye-laws	Hard copy - contact the Clerk	As per schedule of charges below
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 and 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	Hard copy - contact the Clerk and Parish Council Website	As per schedule of charges below

Code of Conduct Policy statements		
<p>Policies and procedures for the provision of services and about the employment of staff:</p> <p>Internal instructions to staff and policies relating to the delivery of services</p> <p>Equality and diversity policy</p> <p>Health and safety policy</p> <p>Recruitment policies (including current vacancies)</p> <p>Policies and procedures for handling requests for information</p> <p>Complaints procedures (including those covering requests for information and operating the publication scheme)</p>	Hard copy - contact the Clerk and Parish Council Website	As per schedule of charges below
Information security policy	Hard copy - contact the Clerk and Parish Council Website	As per schedule of charges below
Records management policies (records retention, destruction and archive)	Hard copy - contact the Clerk and Parish Council Website	As per schedule of charges below
Data protection policies	Hard copy - contact the Clerk and Parish Council Website	As per schedule of charges below
Schedule of charges (for the publication of information)	Hard copy - contact the Clerk and Parish Council Website (see below)	As per schedule of charges below

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	Parish Council Website	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 of members' interests	Parish Council Website	As per schedule of charges below
Register of gifts and hospitality	No gifts received	
Allotments	Not applicable	
Burial grounds and closed churchyards	Hard copy - contact the Clerk	
Draycott and Church Wilne Parish Rooms	Asset register – Parish Council Website	As per schedule of charges below
Parks, playing fields and recreational facilities	Asset register – Parish Council Website	As per schedule of charges below
Seating, litter bins, clocks, memorials and lighting	Asset register – Parish Council Website	As per schedule of charges below
Bus shelters	Not applicable	
Markets	Not applicable	



Public conveniences	Not applicable	
Agency agreements	Not applicable	
Services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Hard copy - contact the Clerk and Parish Council Website	As per schedule of charges below

Contact details:

Mrs Sheena Butcher, Clerk to Draycott and Church Wilne Parish Council, The Parish Rooms, Elvaston Street, Draycott, Derby, DE72 3PY. Tel: 01332 875278, Email clerk@draycott-pc.gov.uk

SCHEDULE OF CHARGES

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 10p per sheet (black & 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 2 nd class
Statutory Fee	None applicable, unless a search is required, when the actual statutory fee will be charged, plus any photocopying required.	
Burial Fees	Draycott and Church Wilne Resident Fee	Non Draycott and Church Wilne Resident Fee
Grant of Exclusive Rights (plot can be reserved) Adult	£350	£700
Grant of Exclusive Rights (plot can be reserved) Child	£165 (Government funded)	£330 (Government Funded)
Adult Grave single depth (for coffin)	£95	£190

Adult Grave double depth (for 2 coffins)	£95	£190
Extra depth	£35	£70
Child Grave	£35 (Government Funded)	£70 (Government Funded)
Reopen a burial plot and inter – another coffin	£95	£190
Reopen a burial plot and inter cremated remains	£55	£110
Ashes Plot Exclusive Rights (can be reserved)	£100	£200
Internment of Ashes	£55	£110
Monuments Confers the right to erect a monument		
Headstones / footstones / kerbs	£105	£210
Vases	£10	£20
Additional Inscriptions	£20	£40
Ashes Plaque Permission	£50	£100
Miscellaneous		
Exhumation- Clerical administration	£885	£885
Search of records, including copy of entry	£17 per hour	£17 per hour
Transfer of ownership of exclusive rights of burial	Free	Free
Room hire for Parish Rooms	£10 per hour (minimum booking of 2 hours)	

Pavilion and Playing Field Fee	Adults £55 per match Youths £40 per match £200 deposit (new teams only)	
St Chad's Fishing Club	Exclusive use of St Chad's water LNR £350 per annum (including 1 hire of meeting room)	