

Freedom of Information Act 2000

Information available from Bakewell Town 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 Current information only</p>		
<p>Who's who on the Council and its Committees</p>	<p>1. At www.bakewelltowncouncil.gov.uk 2. By post from Town Clerk's Office 3. By personal visit to Clerk's Office</p>	<p>1. No charge 2. & 3. See schedule of charges</p>
<p>Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))</p>	<p>Members may be contacted via the Town Clerk; see "Contacts" below Town Councillors names are listed on the notice board at Town Hall and in the Town Council's minute file at Bakewell Library</p>	
<p>Location of main Council office and accessibility details</p>	<p>Clerk's Office, Town Hall, Bakewell Derbyshire DE45 1BT</p>	<p>Ground floor office with flat access to wheelchairs. Accessible toilet available in the building. Council Chamber on first floor accessible by lift. Flat access from lift to Council Chamber.</p>
<p>Staffing structure</p>	<p>1. At www.bakewelltowncouncil.gov.uk 2. By post from Town Clerk's Office 3. By personal visit to Clerk's Office</p>	<p>1. No charge 2. & 3. See schedule of charges</p>

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 Current and previous financial year as a minimum		
Annual return form and report by auditor	1. At www.bakewelltowncouncil.gov.uk 2. By post from Town Clerk's Office 3. By personal visit to Clerk's Office	1. No charge 2. & 3. See schedule of charges
Finalised budget		
Precept		
Borrowing Approval letter		
Financial Standing Orders and Regulations		
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		
Parish Plan (current and previous year as a minimum)	1. Neighbourhood Plan www.bakewellplan.co.uk 2. By post from Town Clerk's Office 3. By personal visit to Clerk's Office	1. No charge 2. & 3. See schedule of charges
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	1. At www.bakewelltowncouncil.gov.uk 2. By post from Town Clerk's Office 3. By personal visit to Clerk's Office	1. No charge 2. & 3. See schedule of charges
Quality status	Not currently applicable	
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		
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	1. At www.bakewelltowncouncil.gov.uk 2. By post from Town Clerk's Office 3. By personal visit to Clerk's Office	1. No charge 2. & 3. See schedule of charges
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 exclude information that is properly regarded as private to the meeting.		
Responses to consultation papers		
Responses to planning applications		
Bye-laws	Not applicable	

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:	1. At www.bakewelltowncouncil.gov.uk 2. By post from Town Clerk's Office 3. By personal visit to Clerk's Office	1. No charge 2. & 3. See schedule of charges
Procedural standing orders		
Committee and sub-committee terms of reference		
Delegated authority in respect of officers		
Code of Conduct		
Policy statements		

<p>Policies and procedures for the provision of services and about the employment of staff:</p> <p>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>	<p>1. At www.bakewelltowncouncil.gov.uk 2. By post from Town Clerk's Office 3. By personal visit to Clerk's Office</p>	<p>1. No charge 2. & 3. See schedule of charges</p>
Information security policy		
Records management policies (records retention, destruction and archive)		
Data protection policies		
Schedule of charges for the publication of information	See schedule of charges	

<p>Class 6 – Lists and Registers Currently maintained lists and registers only</p>		
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	Inspection by prior arrangement with Town Clerk	
Assets Register	Inspection by prior arrangement with Town	
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)	Inspection by prior arrangement with Town Clerk	
Register of members' interests	<p>1. At www.bakewelltowncouncil.gov.uk 2. Inspection by prior arrangement with Town Clerk</p>	See schedule of charges
Register of gifts and hospitality	Inspection by prior arrangement with Town Clerk	See schedule of charges

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

Allotments	Not applicable	
Burial grounds and closed churchyards	Not applicable	
Community centres and village halls	Not applicable	
Parks, playing fields and recreational facilities	By post from Town Clerk By personal visit to Clerk's Office	
Seating, litter bins, clocks, memorials and lighting	By post from Town Clerk	See schedule of charges
Bus shelters	By personal visit to Clerk's Office	
Markets	Not applicable	
Public conveniences	Not applicable	
Agency agreements	Not applicable	
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Not applicable	
Contact details: Town Clerk: John Rowe Clerk's Office, Town Hall, Bakewell, Derbyshire DE45 1BT		Opening hours: Monday, Wednesday and Friday 0930-1230 (excluding 1 st and 3 rd Mondays)

SCHEDULE OF CHARGES
 In most cases the Parish Council will make information available free of charge. Where information is printed off or copied to meet an enquiry the Parish Council reserves the right to make a reasonable copying charge. This is most likely to occur where the document size exceeds 10 pages or where multiple copies are requested.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 10p per sheet (mono)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)