

Pleasley Parish Council Publication Scheme

| Information to be published | How the information can be obtained | Cost |
|---|--|--|
| <p>Class 1 - Who we are and what we do</p> <p>(Organisational information, structures, locations and contacts)</p> <p>Current information only</p> | <p>(hard copy or website)</p> <p>https://pleasleyparishcouncil.gov.uk/</p> <p>Specific requests via email or Telephone 01623 819786 clerk@pleasleyparishcouncil.gov.uk</p> | n/a |
| <p>List of Council members and their responsibilities as well a list of Council Committees</p> <p>Details of any representation on local public bodies</p> | <p>Website https://pleasleyparishcouncil.gov.uk/</p> | n/a |
| <p>Postal and email address</p> <p>Contact details for Parish Clerk and Council members</p> <p>Where possible, provide named contacts including contact phone numbers and email addresses</p> | <p>Clerk to the Council - Mr Ian Weekes The Verney Institute 13 Newboundmill Lane, Pleasley, Mansfield Nottinghamshire NG19 7PL Telephone 01623 819786 clerk@pleasleyparishcouncil.gov.uk</p> <p>Website https://pleasleyparishcouncil.gov.uk/</p> | n/a |
| <p>Location of main Council office and accessibility details</p> | <p>Website https://pleasleyparishcouncil.gov.uk/</p> | |
| <p>Staffing structure</p> | <p>Specific requests via email or Telephone 01623 819786 clerk@pleasleyparishcouncil.gov.uk</p> | <p>Hard Paper Copies provided at 10 pence per A4 Sheet</p> |

Pleasley Parish Council Publication Scheme

| | | |
|--|---|--|
| <p>Class 2 – What we spend and how we spend it</p> <p>(Financial information about projected and actual income and expenditure, procurement, contracts and financial audit)</p> <p>Current and previous financial year as a minimum</p> | <p>(hard copy or website)</p> <p>Website</p> <p>Specific requests via email or Telephone 01623 819786 clerk@pleasleyparishcouncil.gov.uk</p> | <p>Hard Paper Copies provided at 10 pence per A4 Sheet</p> |
| <p>Statement of accounts and internal audit report in the format included in the Annual Return form</p> | <p>Website https://pleasleyparishcouncil.gov.uk/</p> | <p>Hard Paper Copies provided at 10 pence per A4 Sheet</p> |
| <p>Finalised budget</p> | <p>Requests via email or Telephone 01623 819786 clerk@pleasleyparishcouncil.gov.uk</p> | <p>Hard Paper Copies provided at 10 pence per A4 Sheet</p> |
| <p>Precept</p> | <p>Requests via email or Telephone 01623 819786 clerk@pleasleyparishcouncil.gov.uk</p> | <p>Hard Paper Copies provided at 10 pence per A4 Sheet</p> |
| <p>Borrowing Approval letter</p> | <p>Not applicable</p> | |
| <p>All items of expenditure above £100</p> | <p>All monthly bank Transactions are featured on copies of all agenda/minutes</p> <p>Also available on The Website https://pleasleyparishcouncil.gov.uk/</p> | |

Pleasley Parish Council Publication Scheme

| | | |
|---|---|---|
| Financial Standing Orders and Regulations | Also available on The Website https://pleasleyparishcouncil.gov.uk/ | Hard Paper Copies provided at 10 pence per A4 Sheet |
| Grants given and received | | |
| List of current contracts awarded and value of contract | Requests via email or Telephone 01623 819786 clerk@pleasleyparishcouncil.gov.uk | Hard Paper Copies provided at 10 pence per A4 Sheet |
| Members' allowances and expenses | Requests via email or Telephone 01623 819786 clerk@pleasleyparishcouncil.gov.uk | |
| <p>Class 3 – What our priorities are and how we are doing</p> <p>(Strategies and plans, performance indicators, audits, inspections and reviews)</p> <p>Current and previous year as a minimum</p> | Requests via email or Telephone 01623 819786 clerk@pleasleyparishcouncil.gov.uk | |
| Annual governance statement in format included in the Annual Return form | Also available on The Website https://pleasleyparishcouncil.gov.uk/ | Hard Paper Copies provided at 10 pence per A4 Sheet |
| | | |
| Annual Report to Parish or Community Meeting | Also available on The Website https://pleasleyparishcouncil.gov.uk/ | Hard Paper Copies provided at 10 pence per A4 Sheet |

Pleasley Parish Council Publication Scheme

| | | |
|--|--|---|
| Quality status | | |
| Local charters drawn up in accordance with DLUHC's guidelines | Requests via email or Telephone 01623 819786 clerk@pleasleyparishcouncil.gov.uk | Hard Paper Copies provided at 10 pence per A4 Sheet |
| Data Protection impact assessments (in full or summary format) or any other impact assessment (eg Health & Safety Impact Assessment, Equality Impact Assessments etc), as appropriate and relevant | Requests via email or Telephone 01623 819786 clerk@pleasleyparishcouncil.gov.uk | Hard Paper Copies provided at 10 pence per A4 Sheet |
| <p>Class 4 – How we make decisions</p> <p>(Decision making processes and records of decisions)</p> <p>Current and previous council year as a minimum</p> | Requests via email or Telephone 01623 819786 clerk@pleasleyparishcouncil.gov.uk | |
| Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings) | Parish meetings always 1 st Monday of each month expect Bank Holidays & no meeting in August, Future meeting dates on website | |
| Agendas of meetings (as above) | | |
| Minutes of meetings (as above) – exclude material that is properly considered to be exempt from disclosure | Also available on The Website https://pleasleyparishcouncil.gov.uk/ | |
| Reports presented to council meetings – exclude material that is properly considered to be exempt from disclosure | Requests via email or Telephone 01623 819786 clerk@pleasleyparishcouncil.gov.uk | |
| Responses to consultation papers | Requests via email or Telephone 01623 819786 | |

Pleasley Parish Council Publication Scheme

| | | |
|---|---|--|
| | clerk@pleasleyparishcouncil.gov.uk | |
| Responses to planning applications | <p>Objections noted on minutes found on website</p> <p>Requests via email or Telephone 01623 819786 clerk@pleasleyparishcouncil.gov.uk</p> | |
| Bye-laws | <p>Requests via email or Telephone 01623 819786 clerk@pleasleyparishcouncil.gov.uk</p> | |
| <p>Class 5 – Our policies and procedures</p> <p>(Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information only</p> | <p>(hard copy or website)</p> <p>Requests via email or Telephone 01623 819786 clerk@pleasleyparishcouncil.gov.uk</p> | |
| <p>Policies and procedures for the conduct of Council business:</p> <ul style="list-style-type: none"> • Procedural standing orders • Committee and sub-committee terms of reference • Delegated authority in respect of officers • Code of Conduct • Policy statements | <p>(hard copy or website)</p> <p>Requests via email or Telephone 01623 819786 clerk@pleasleyparishcouncil.gov.uk</p> <p>Code of conduct also available on Bolsover District Council Website https://committees.bolsover.gov.uk/mgParishCouncilDetails.aspx?ID=1202&LS=3</p> | <p>Hard Paper Copies provided at 10 pence per A4 Sheet</p> |
| <p>Policies and procedures for the provision of services and about the employment of staff:</p> <ul style="list-style-type: none"> • Internal instructions to staff and policies relating to the delivery of services • Equality and diversity policy • Health and safety policy • Recruitment policies and details of current vacancies • Policies and procedures for handling requests for information • Complaints procedures (including | <p>(hard copy or website)</p> <p>Requests via email or Telephone 01623 819786 clerk@pleasleyparishcouncil.gov.uk</p> | <p>Hard Paper Copies provided at 10 pence per A4 Sheet</p> |

Pleasley Parish Council Publication Scheme

| | | |
|--|--|---|
| those covering requests for information and operating the publication scheme) | | |
| Records management, personal data and access to information policies Include information security policies, records retention, destruction and archive policies, and data protection (including data sharing and CCTV usage) policies | (hard copy or website) Requests via email or Telephone 01623 819786 clerk@pleasleyparishcouncil.gov.uk | Hard Paper Copies provided at 10 pence per A4 Sheet |
| Class 6 – Lists and Registers Currently maintained lists and registers only. | (hard copy or website; some information may only be available by inspection) | |
| Information legally required to hold in publicly available registers (in most circumstances existing access provisions will suffice) | Requests via email or Telephone 01623 819786 clerk@pleasleyparishcouncil.gov.uk | |
| Assets register, including details of public land and building assets | Requests via email or Telephone 01623 819786 clerk@pleasleyparishcouncil.gov.uk | Hard Paper Copies provided at 10 pence per A4 Sheet |
| Disclosure log indicating the information provided in response to FOIA and EIR requests. These are recommended as good practice | Requests via email or Telephone 01623 819786 clerk@pleasleyparishcouncil.gov.uk | |
| Register of members' interests | Requests via email or Telephone 01623 819786 clerk@pleasleyparishcouncil.gov.uk also available online at Bolsover District Council Website https://committees.bolsover.gov.uk/mgParishCouncilDetails.aspx?ID=1202&LS=3 | Hard Paper Copies provided at 10 pence per A4 Sheet |
| Register of gifts and hospitality | Requests via email or Telephone | |

Pleasley Parish Council Publication Scheme

| | | |
|---|--|--|
| | 01623 819786 clerk@pleasleyparishcouncil.gov.uk | |
| <p>Class 7 – The services we offer</p> <p>(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)</p> <p>Current information only</p> | <p>(hard copy or website) All newsletters available Website https://pleasleyparishcouncil.gov.uk / Specific requests via email or Telephone 01623 819786 clerk@pleasleyparishcouncil.gov.uk</p> | <p>Hard Paper Copies provided at 10 pence per A4 Sheet</p> |
| Allotments | <p>See website https://pleasleyparishcouncil.gov.uk / For availability contact Specific requests via email or Telephone 01623 819786 clerk@pleasleyparishcouncil.gov.uk</p> | |
| Burial grounds and closed churchyards | <p>Specific requests via email or Telephone 01623 819786 clerk@pleasleyparishcouncil.gov.uk</p> | |
| Community centres and village halls | <p>Specific requests via email or Telephone 01623 819786 clerk@pleasleyparishcouncil.gov.uk</p> | |
| Parks, playing fields and recreational facilities | <p>Specific requests via email or Telephone 01623 819786 clerk@pleasleyparishcouncil.gov.uk</p> | |
| Seating, litter bins, clocks, memorials and lighting | <p>Specific requests via email or Telephone 01623 819786 clerk@pleasleyparishcouncil.gov.uk</p> | |
| Bus shelters | <p>Specific requests via email or Telephone 01623 819786 clerk@pleasleyparishcouncil.gov.uk</p> | |
| Markets | n/a | |
| Public conveniences | n/a | |
| Agency agreements | n/a | |
| Services for which we are entitled to recover a fee and details of those fees (eg burial fees) | | |
| Additional Information | n/a | |

Pleasley Parish Council Publication Scheme

| | | |
|---|--|--|
| Information not itemised in the lists above | | |
| | | |

Schedule of charges

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

| TYPE OF CHARGE | DESCRIPTION | BASIS OF CHARGE |
|--------------------------|--|--|
| Disbursement cost | Photocopying @ 10p per sheet (black & white) | Actual cost Paper/Printer charges |
| | Photocopying @ 10p per sheet (colour) | Actual cost Paper/Printer charges |
| | Postage – current Post rates | Actual cost of Royal Mail standard 2 nd class |
| Statutory Fee | N/a | In accordance with the relevant legislation (quote the actual statute) |
| Other | | |
| | | |