



Matlock

TOWN COUNCIL

Freedom of Information

Information available from Matlock Town Council under the model publication scheme

Class 1 - Who we are and what we do

(Organisational information, structures, locations and contacts)

This will be current information only

INFORMATION TO BE PUBLISHED	HOW THE INFORMATION CAN BE OBTAINED	COST
Who's who on the Council and its Committees	Website Hard Copy – contact Clerk	Free See schedule of charges
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website Hard Copy – contact Clerk	Free See schedule of charges
Location of main Council office and accessibility details	Website Hard Copy – contact Clerk	Free See schedule of charges

Staffing structure	Website Hard Copy – contact Clerk	Free See schedule of charges
--------------------	--	-------------------------------------

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

INFORMATION TO BE PUBLISHED	HOW THE INFORMATION CAN BE OBTAINED	COST
Annual return form and report by auditor	Website Hard Copy – contact Clerk	Free See schedule of charges
Finalised budget	Website Hard Copy – contact Clerk	Free See schedule of charges
Precept	Website Hard Copy – contact Clerk	Free See schedule of charges
Standing Orders and Financial Regulations	Website Hard Copy – contact Clerk	Free See schedule of charges
Grants given and received	Website Hard Copy – contact Clerk	Free See schedule of charges

Class 3 – What our priorities are and how we are doing

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

INFORMATION TO BE PUBLISHED	HOW THE INFORMATION CAN BE OBTAINED	COST
Matlock Town Council strategy	Website Hard Copy – contact Clerk	Free See schedule of charges
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Website Hard Copy – contact Clerk	Free See schedule of charges

Class 4 – How we make decisions

(Decision making processes and records of decisions)

Current and previous council year as a minimum

INFORMATION TO BE PUBLISHED	HOW THE INFORMATION CAN BE OBTAINED	COST
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Website / Noticeboard Hard Copy – contact Clerk	Free See schedule of charges
Agendas of meetings (as above)	Website / Noticeboard Hard Copy – contact Clerk	Free See schedule of charges

Minutes of meetings (as above) nb this will exclude information that is properly regarded as private to the meeting.	Website Hard Copy – contact Clerk	Free See schedule of charges
Reports presented to council meetings nb this will exclude information that is properly regarded as private to the meeting.	Website Hard Copy – contact Clerk	Free See schedule of charges
Responses to consultation papers	Hard Copy – contact Clerk	See schedule of charges
Responses to planning applications	Website	Free

	Hard Copy – contact Clerk	See schedule of charges
--	---------------------------	-------------------------

Class 5 – Our policies and procedures

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

Current information only

INFORMATION TO BE PUBLISHED	HOW THE INFORMATION CAN BE OBTAINED	COST
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 • Policy statements		Free See schedule of charges
	Website Hard copy – Contact Clerk	

Policies and procedures for the provision of services and about the employment of staff: • 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)	Website Hard Copy – contact Clerk	Free See schedule of charges
Records management policies (records retention, destruction and archive)	Hard Copy – contact Clerk	See schedule of charges
Data protection policies	Hard Copy – contact Clerk	See schedule of charges
Schedule of charges) for the publication of information)	Website Hard Copy – contact Clerk	Free See schedule of charges

Class 6 – Lists and Registers

Currently maintained lists and registers only

INFORMATION TO BE PUBLISHED	HOW THE INFORMATION CAN BE OBTAINED	COST

Assets Register	By Inspection	Free
Register of members' interests	By Inspection	Free
Register of gifts and hospitality	By Inspection	Free

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

INFORMATION TO BE PUBLISHED	HOW THE INFORMATION CAN BE OBTAINED	COST
Allotments	Website	Free
	Hard Copy – contact Clerk	Free
Community centres and village halls	Website	Free
	Hard Copy – contact Clerk	Free
Parks, playing fields and recreational facilities	Website	Free
	Hard Copy – contact Clerk	Free
Seating, litter bins, clocks, memorials and lighting	Hard Copy – contact Clerk	Free

Markets	Website	Free
	Hard Copy – contact Clerk	Free
Public conveniences	Hard Copy – contact Clerk	Free

Additional Information

This will provide Councils with the opportunity to publish information that is not itemised in the lists above

INFORMATION TO BE PUBLISHED	HOW THE INFORMATION CAN BE OBTAINED	COST
------------------------------------	--	-------------

Contact details:

Mr Simon Hosmer, Town Clerk
Matlock Town Council
Imperial Rooms
Imperial Road
Matlock
Derbyshire
townclerk@matlock.gov.uk
DE4 3NL

Website: www.matlock.gov.uk
Email:

Telephone: 01629 583042

