



## **FREEDOM OF INFORMATION ACT 2000**

The Council will publish much of the information on its website [www.belpertowncouncil.co.uk](http://www.belpertowncouncil.co.uk). Information will however be available in other formats as requested.

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](http://www.belpertowncouncil.co.uk)
- (iv) by telephoning 01773 822116.
- (v) by visiting the Town Council Office, St John's Chapel, The Butts, Belper, Derbyshire, DE56 1HX.

The FOIA created a general right of access to information. It also set out information that the Council does not have to make available for specific reasons, called exemptions. This is information that, if published, might prejudice the health, safety or security of the Council, its staff, systems, services or property or breached an individual's Data Protection rights. If the information requested is covered by an exemption the Clerk to the Council will tell the applicant in writing why the Council has refused the request and quote the relevant exemptions.

If the information requested is not disclosed, the applicant can ask the Information Commissioner to review the Council's decision. The Information Commissioner's Office is the Government department that oversees and enforces FOI. They can be contacted by the following link: [www.ico.gov.uk/](http://www.ico.gov.uk/)

### **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 be required, before the information can be provided to you.

If administration costs exceed £450, to enable a Freedom of Information request to be met, then the Council is able to charge the requestor for the administration costs in meeting the request.

### **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](mailto:data@dataprotection.gov.uk).



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

<b>Information to be published</b>	<b>How the information can be obtained</b>	<b>Cost</b>
<p><b>Class1 - Who we are and what we do</b>            (Organisational information, structures, locations and contacts)</p> <p>This will be current information only</p>		
Who's who on the Council and its Committees	Website	Free
Contact details for Town Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website Newsletter	Free Free
Location of main Council office and accessibility details	Web-site	Free
Staffing structure	Hard Copy –Contact Clerk	10p sheet
<p><b>Class 2 – What we spend and how we spend it</b>            (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)</p>		
Annual return form and report by auditor	Website	Free
Finalised budget	Website	Free



Precept	Website	Free
Borrowing Approval letter	Not applicable	
Financial Standing Orders and Regulations	Website	Free
Grants given and received	Website	Free
List of current contracts awarded and value of contract	Hard copy – contact Clerk	Free
Members' allowances and expenses	Not applicable	
<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)		
Parish Plan	Not applicable	
Annual Report to Town	Website Hard copy – contact Clerk	Free 10p sheet
Local charters drawn up in accordance with DCLG guidelines	Not applicable	
<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions)		
Timetable of meetings (Council, any committee/sub-committee meetings and town council meetings)	Website	Free
Agendas of meetings (as above)	Website	
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Website	Free
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Website	Free



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
<p><b>Class 5 – Our policies and procedures</b>            (Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information only</p>		
<p>Policies and procedures for the conduct of council business:</p> <p>Procedural standing orders            Committee and sub-committee terms of reference            Delegated authority in respect of officers            Code of Conduct            Policy statements            Equality and diversity policy            Policies and procedures for handling requests for information -            Complaints procedures (including those covering requests for information and operating the publication scheme)            Information security policy            Records management policies (records retention, destruction and archive)            Data protection policies</p>	Website	Free
Policies and procedures for the provision of services and about the employment	Hard copy – contact Clerk	10p



of staff: Internal policies relating to the delivery of services Health and safety policy Recruitment policies (including current vacancies)		sheet
<b>Class 6 – Lists and Registers</b>  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	Website	Free
Register of gifts and hospitality	Hard copy – contact Clerk	10p sheet
<b>Class 7 – The services we offer</b> (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)	
Monthly Market	Website	Free
Allotments	Website	Free
Burial grounds and closed churchyards	Not applicable	
Community centres and village halls – Heritage Centre	Website	Free
Parks, playing fields and recreational facilities	Website	Free



Seating, litter bins, clocks, memorials and lighting	Website	Free
Car parking	Website	Free
Bus shelters	Website	Free
Markets	Website	Free
Public conveniences	Website	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)	Website	Free

**Contact details: Clerk to Belper Town Council**  
**St John's Chapel, The Butts, Belper, Derbyshire, DE56 1HX**  
**Tel/Fax 01773 822116 e-mail [admin@belpertowncouncil.gov.uk](mailto:admin@belpertowncouncil.gov.uk)**  
**Web-site [www.belpertowncouncil.gov.uk](http://www.belpertowncouncil.gov.uk)**

## SCHEDULE OF CHARGES

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
<b>Disbursement cost</b>	Photocopying @ 10p per sheet (black & white)	Actual cost *
	Other formats available on request	Charges will be announced after enquiry which will be based on the actual cost*
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Statutory Fee</b>		In accordance with the relevant legislation



<b>Other</b>	n/a	
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\* the actual cost incurred by the public authority