

Information available from Hilton Parish 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</p>		
<p>Mrs Clare Orme – Clerk/Responsible Financial Officer</p>		
<p>Contact details for Parish Clerk and Council members Cllr S Cooper - Chair Cllr R Darlington Cllr R Hudson Cllr M Smith Cllr S Brundish Cllr H Hall Cllr C Cuddington Cllr S Champion</p>	<p>All correspondence should be sent to the Clerk to Hilton Parish Council.</p> <p>By email: clerk@hiltonparishcouncil.org.uk By telephone office: 01283 730969 Website: www.hiltonparishcouncil.org.uk</p>	
<p>Location of Hilton Parish Councils Office: Hilton Parish Council Office Hilton Village Hall Site Peacraft Lane Hilton Derbyshire DE65 5GH</p> <p>Registered Office address to send post: C/O Mrs Clare Orme - Clerk Hilton Parish Council PO BOX 8094 Swadlincote Derbyshire DE11 1FR</p>	<p>By email: clerk@hiltonparishcouncil.org.uk By telephone office: 01283 730969</p>	

<p>Staffing structure – 5 employees 1 full time Clerk/Responsible Financial Officer to Hilton Parish Council 1 part-time Administration Assistant 1 full time Groundsmen to Hilton Parish Council 1 full time Lengthsman/Groundsman to Hilton Parish Council 1 full time Lengthsman to Hilton Parish Council</p>	<p>By email: clerk@hiltonparishcouncil.org.uk By telephone office: 01283 730969</p>	
<p>Class 2 – What we spend and how we spend it Current and previous financial year as a minimum</p>		
<p>Annual return form and report by auditor</p>	<p>1) request hard copy via the Clerk By email: clerk@hiltonparishcouncil.org.uk By Telephone: 01283 730969 Website: www.hiltonparishcouncil.org.uk</p> <p>2) Available for Inspection with the Clerk on appointment during the electors right to inspect.</p>	
<p>Finalised budget</p>	<p>1) request hard copy via the Clerk By email: clerk@hiltonparishcouncil.org.uk By Telephone: 01283 730969 Website: www.hiltonparishcouncil.org.uk</p> <p>2) Available for Inspection with the Clerk on appointment during the electors right to inspect.</p>	
<p>Precept</p>	<p>1) request hard copy via the Clerk By email: clerk@hiltonparishcouncil.org.uk By Telephone: 01283 730969 Website: www.hiltonparishcouncil.org.uk</p>	

	2) Available for Inspection with the Clerk on appointment during the electors right to inspect.	
Borrowing Approval letter – not applicable	N/A	
Financial Standing Orders and Regulations	1) request hard copy via the Clerk By email: clerk@hiltonparishcouncil.org.uk By Telephone: 01283 730969 Website: www.hiltonparishcouncil.org.uk	
Grants given and received	Available for Inspection with the Clerk on appointment during the electors right to inspect	
List of current contracts awarded and value of contract	Available for Inspection with the Clerk on appointment during the electors right to inspect	
Members' allowances and expenses	1) request hard copy via the Clerk By email: clerk@hiltonparishcouncil.org.uk By Telephone: 01283 730969 Website: www.hiltonparishcouncil.org.uk	
Class 3 – What our priorities are and how we are doing		
Parish Plan	1) request hard copy via the Clerk – please note that this is not available on our website or via email as we only have 1 hard copy.	
Annual Report to Parish or Community Meeting (current and previous years)	1) request hard copy via the Clerk By email: clerk@hiltonparishcouncil.org.uk By Telephone: 01283 730969 Website: www.hiltonparishcouncil.org.uk	
Quality status – Not applicable	N/A	

Local charters drawn up in accordance with DCLG guidelines – not applicable	N/A	
Class 4 – How we make decisions Current and previous council year as a minimum		
Timetable of meetings	1) request hard copy via the Clerk By email: clerk@hiltonparishcouncil.org.uk By Telephone: 01283 730969 Website: www.hiltonparishcouncil.org.uk	
Agendas of meetings Information will be posted on the Parish Council Website and the Parish Council Notice Boards around the Village on the Friday prior to a meeting.	1) request hard copy via the Clerk By email: clerk@hiltonparishcouncil.org.uk By Telephone: 01283 730969 Website: www.hiltonparishcouncil.org.uk	
Minutes of meetings (as above) – note this will exclude information that is properly regarded as private and confidential at the meeting. Minutes of Meetings will be made a Public Record on the Parish Council Website only after they have been resolved as a true record at the following meeting.	1) request hard copy via the Clerk By email: clerk@hiltonparishcouncil.org.uk By Telephone: 01283 730969 Website: www.hiltonparishcouncil.org.uk	
Reports presented to council meetings - note this will exclude information that is properly regarded as private and confidential at the meeting.	1) request hard copy via the Clerk By email: clerk@hiltonparishcouncil.org.uk By Telephone: 01283 730969 Website: www.hiltonparishcouncil.org.uk	
Responses to consultation papers	1) request hard copy via the Clerk By email: clerk@hiltonparishcouncil.org.uk By Telephone: 01283 730969 Website: www.hiltonparishcouncil.org.uk	
Responses to planning applications	1) request hard copy via the Clerk	

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Bye-laws – not applicable	N/A	
Class 5 – Our policies and procedures Current information only		
Policies and procedures for the conduct of council business: Procedural standing orders Committee terms of reference Delegated authority in respect of officers – Standing Orders Code of Conduct Financial Regulations Complaints Procedure/Policy	1) request hard copy via the Clerk By email: clerk@hiltonparishcouncil.org.uk By Telephone: 01283 730969 Website: www.hiltonparishcouncil.org.uk	
Policies and procedures for the provision of services and the employment of staff:	1) request hard copy via the Clerk By email: clerk@hiltonparishcouncil.org.uk By Telephone: 01283 730969 Website: www.hiltonparishcouncil.org.uk	
Schedule of charges (for the publication of information)	1) request hard copy via the Clerk By email: clerk@hiltonparishcouncil.org.uk By Telephone: 01283 730969 Website: www.hiltonparishcouncil.org.uk	
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)	1) request hard copy via the Clerk By email: clerk@hiltonparishcouncil.org.uk By Telephone: 01283 730969 Website: www.hiltonparishcouncil.org.uk	
Assets Register	1) request hard copy via the Clerk By email: clerk@hiltonparishcouncil.org.uk By Telephone: 01283 730969 Website: www.hiltonparishcouncil.org.uk	
Register of members' interests	1) request hard copy via the Clerk By email: clerk@hiltonparishcouncil.org.uk By Telephone: 01283 730969 Website: www.hiltonparishcouncil.org.uk	
Register of gifts and hospitality	1) request hard copy via the Clerk By email: clerk@hiltonparishcouncil.org.uk By Telephone: 01283 730969 Website: www.hiltonparishcouncil.org.uk	
Class 7 – The services we offer Current information only	Hard copy via the Clerk – some information may only be available by inspection	
Allotments – not applicable	N/A	
Burial grounds and closed churchyards – not applicable	N/A	
Parish Rooms – not applicable	N/A	
Parks, playing fields and recreational facilities	Hard copy via the clerk	

Seating, litter bins, clocks, memorials and lighting	Hard copy via the Clerk	
Bus shelters – not applicable	N/A	
Markets – not applicable	N/A	
Public conveniences – not applicable	N/A	
Agency agreements – not applicable	N/A	
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Hard copy via the Clerk	
Additional Information		
Risk Assessments	Available for Inspection with the Clerk on appointment during the electors right to inspect	

Contact details:

Mrs C Orme (Clerk/RFO to Hilton Parish Council)

P O Box 8094

Swadlincote

Derbyshire

DE11 1RF

Tel Office: 01283 730969 (open every Monday, Wednesday and Friday 9.00am to 2.00pm)

Email: clerk@hiltonparishcouncil.org.uk

Website: www.hiltonparishcouncil.org.uk

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
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Disbursement cost	Photocopying @ 5p per sheet (black & white)	Actual cost *
	Photocopying @ 5p per sheet (colour)	Actual cost *
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)
Other		

* the actual cost incurred by the public authority

Review Date: May 2019

Approved 30.05.2018 minute ref 2212/18