

COMMITTEE / WORKING PARTY PRO FORMA

MEETING OF: FINANCE AND AUDIT COMMITTEE

DATE: MONDAY 1 DECEMBER 2008

PRESENT AT MEETING: Cllrs Tony Rosser (Chair), Sue Burfoot, Barrie Tipping
Barry Hopkinson and Cate Hopkinson
Karen Jenkinson (Clerical Assistant, Finance)
Susan Smith (Town Clerk)

APOLOGIES RECEIVED: Cllr Geoff Stevens (another meeting)

DECLARATIONS OF INTEREST: None

ITEMS DISCUSSED:

MINUTES OF THE LAST MEETING

These were approved as a true record.

FREEDOM OF INFORMATION - MODEL PUBLICATION SCHEME

The scheme was discussed. It was decided to impose a 10p/sheet photocopying charge wherever a hard copy of a document was required. All other requests to be free of charge, ie website documents.

The Publication Scheme to formally be adopted by full Council at their next meeting.

REVIEW OF BUSINESS PLAN

The Committee started the review by taking a look at the action plan supplied with the document. Many of the points in the plan had already been addressed. The Clerk to amend the plan, identifying those projects that had not been completed.

The remainder of the business plan would be discussed at the next meeting.

RECOMMENDATIONS TO COUNCIL:

- ~ That the Model Publication Scheme be adopted by Full Council.
- ~ That the Clerk complete the Action Plan in readiness for the next Finance and Audit Committee meeting.
- ~ That the Finance and Audit Committee continue to work on the review of the Business Plan, submitting their recommendations to full Council for their consideration.

MEETING OPENED: 6.05pm

MEETING CLOSED: 6.50pm

DATE OF NEXT MEETING: Monday 2nd February 2008
6.00pm, Small Hall, Imperial Rooms



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	Free
	Hard Copy – contact Clerk	10p/sheet
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website	Free
	Hard Copy – contact Clerk	10p/sheet
Location of main Council office and accessibility details	Website	Free
	Hard Copy – contact Clerk	10p/sheet
Staffing structure	Website	Free
	Hard Copy – contact Clerk	10p/sheet

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	Free
	Hard Copy – contact Clerk	10p/sheet
Finalised budget	Website	Free
	Hard Copy – contact Clerk	10p/sheet
Precept	Website	Free
	Hard Copy – contact Clerk	10p/sheet
Borrowing Approval letter		
Financial Standing Orders and Regulations	Hard Copy – contact Clerk	10p/sheet
Grants given and received	Website	Free
	Hard Copy – contact Clerk	10p/sheet
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)

INFORMATION TO BE PUBLISHED	HOW THE INFORMATION CAN BE OBTAINED	COST
Parish Plan (current and previous year as a minimum)	Hard Copy – contact Clerk	10p/sheet
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Website Hard Copy – contact Clerk	Free 10p/sheet
Quality status		
Local charters drawn up in accordance with DCLG guidelines		

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 10p/sheet
Agendas of meetings (as above)	Website / Noticeboard Hard Copy – contact Clerk	Free 10p/sheet

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 10p/sheet
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 10p/sheet
Responses to consultation papers	Hard Copy – contact Clerk	10p/sheet
Responses to planning applications	Website Hard Copy – contact Clerk	Free 10p/sheet
Bye-laws		

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: <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 	Hard Copy – contact Clerk	10p/sheet

<p>Policies and procedures for the provision of services and about the employment of staff:</p> <ul style="list-style-type: none"> • 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) 	Hard Copy – contact Clerk	10p/sheet
Information security policy		
Records management policies (records retention, destruction and archive)	Hard Copy – contact Clerk	10p/sheet
Data protection policies	Hard Copy – contact Clerk	10p/sheet
Schedule of charges) for the publication of information)	Website	Free
	Hard Copy – contact Clerk	10p/sheet

Class 6 – Lists and Registers

Currently maintained lists and registers only

INFORMATION TO BE PUBLISHED	HOW THE INFORMATION CAN BE OBTAINED	COST
<p>Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)</p>		

Assets Register	By Inspection	Free
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)		
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
Burial grounds and closed churchyards		
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		

Bus shelters		
Markets	Website	Free
	Hard Copy – contact Clerk	Free
Public conveniences		
Agency agreements		
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)		

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
'Business Plan'	Website	Free
	Hard Copy – contact Clerk	10p/sheet

Contact details:

Mrs Susan Smith, Town Clerk
 Matlock Town Council
 Imperial Rooms
 Imperial Road
 Matlock
 Derbyshire
 DE4 3NL

Website: www.matlock.gov.uk
 Email: townclerk@matlock.gov.uk
 Telephone: 01629 57488

SCHEDULE OF CHARGES

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 10p per sheet (black & white)	Actual cost = £0.02 per copy Plus electricity and staff time
	Photocopying @ ...p per sheet (colour)	Actual cost
	Postage: 27p – letter 42p – large letter	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)
Other		
Allotment Fees	Allotment plot for 1 year	£21.00 per plot
Room Hire	Small Hall – General Small Hall – Large Event Small Hall – Commercial	£7.90/ hr weekdays £8.90/hr weekends £8.90/hr weekdays £10.95/hr weekends £14.00 per hour
	Large Hall – General Large Hall – Large Event Large Hall – Commercial	£9.45/ hr weekdays £11.50/ hr weekends £10.45/ hr weekdays £12.50/ hr weekends £23.50 per hour
	Foyer or Committee Room – General Foyer or Committee Room – Large Event Foyer or Committee Room – Commercial	£5.65/hr weekdays £6.65/hr weekends £6.15/hr weekdays £8.15/hr weekends £10.50 per hour
	Bar – General Bar – Large Event Bar – Commercial	£8.20 per hour £10.25 per hour £12.00 per hour
	Music Licence	£1.00 per hour
Farmers' Market	Table or space	£17.00 per session