

Information available from Glanton 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 (Organisational information, structures, locations and contacts)</p> <p>This will be current information only</p> <p>N.B. Councils should already be publishing as much information as possible about how they can be contacted.</p>	<p>By prior arrangement with Parish Clerk Hard Copy</p>	<p>Free</p> <p>£1 per photocopy Sheet *</p>
<p>Who's who on the Council and its Committees</p>	<p>By prior arrangement with Parish Clerk Newsletter</p>	<p>Free</p> <p>Free</p>
<p>Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))</p>	<p>By prior arrangement with Parish Clerk Newsletter</p>	<p>Free</p> <p>Free</p>
<p>Location of main Council office and accessibility details</p>	<p>By prior arrangement with Parish Clerk Newsletter</p>	<p>Free</p> <p>Free</p>
<p>Staffing structure</p>	<p>By prior arrangement with Parish Clerk Hard Copy</p>	<p>Free</p> <p>£1 per photocopy Sheet *</p>

<p>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)</p> <p>Current and previous financial year as a minimum</p>		
Annual return form and report by auditor	By prior arrangement with Parish Clerk Hard Copy	Free £1 per photocopy Sheet *
Finalised budget	By prior arrangement with Parish Clerk Hard Copy	Free £1 per photocopy Sheet *
Precept	By prior arrangement with Parish Clerk Hard Copy	Free £1 per photocopy Sheet *
Borrowing Approval letter	By prior arrangement with Parish Clerk Hard Copy	Free £1 per photocopy Sheet *
Financial Standing Orders and Regulations	By prior arrangement with Parish Clerk Hard Copy	Free £1 per photocopy Sheet *
Grants given and received	By prior arrangement with Parish Clerk Hard Copy	Free £1 per photocopy Sheet *
List of current contracts awarded and value of contract	By prior arrangement with Parish Clerk Hard Copy	Free £1 per photocopy Sheet *
Members' allowances and expenses	By prior arrangement with Parish Clerk Hard Copy	Free £1 per photocopy Sheet *

Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)		
Parish Plan (current and previous year as a minimum)	Loan Hard Copy	Free £10 *
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	By prior arrangement with Parish Clerk Hard Copy	Free £1 per photocopy Sheet *
Quality status	By prior arrangement with Parish Clerk Hard Copy	Free £1 per photocopy Sheet *
Local charters drawn up in accordance with DCLG guidelines	By prior arrangement with Parish Clerk Hard Copy	Free £1 per photocopy Sheet *
Class 4 – How we make decisions (Decision making processes and records of decisions)		
Current and previous council year as a minimum		
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	By prior arrangement with Parish Clerk Hard Copy	Free £1 per photocopy Sheet *
Agendas of meetings (as above)	By prior arrangement with Parish Clerk Hard Copy	Free £1 per photocopy Sheet *
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	By prior arrangement with Parish Clerk Hard Copy	Free £1 per photocopy Sheet *
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	By prior arrangement with Parish Clerk Hard Copy	Free £1 per photocopy Sheet *

Responses to consultation papers	By prior arrangement with Parish Clerk Hard Copy	Free £1 per photocopy Sheet *
Responses to planning applications	By prior arrangement with Parish Clerk Hard Copy	Free £1 per photocopy Sheet *
Bye-laws	By prior arrangement with Parish Clerk Hard Copy	Free £1 per photocopy Sheet *
<p>Class 5 – Our policies and procedures (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</p>	By prior arrangement with Parish Clerk Hard Copy	Free £1 per photocopy Sheet *
<p>Policies and procedures for the provision of services and about the employment of staff:</p> <p>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)</p>	By prior arrangement with Parish Clerk Hard Copy	Free £1 per photocopy Sheet *

Information security policy	By prior arrangement with Parish Clerk Hard Copy	Free £1 per photocopy Sheet *
Records management policies (records retention, destruction and archive)	By prior arrangement with Parish Clerk Hard Copy	Free £1 per photocopy Sheet *
Data protection policies	By prior arrangement with Parish Clerk Hard Copy	Free £1 per photocopy Sheet *
Schedule of charges)for the publication of information)	By prior arrangement with Parish Clerk Hard Copy	Free £1 per photocopy Sheet *
Class 6 – Lists and Registers Currently maintained lists and registers only	some information may only be available by inspection)	
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	None	
Assets Register	None	
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)	By prior arrangement with Parish Clerk Hard Copy	Free £1 per photocopy Sheet *
Register of members' interests	Available for the Local authority	On application
Register of gifts and hospitality	Available for the Local authority	On application
Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)	(some information may only be available by inspection)	

Current information only		
Allotments	N/A	
Burial grounds and closed churchyards	N/A	
Community centres and village halls	N/A	
Parks, playing fields and recreational facilities	N/A	
Seating, litter bins, clocks, memorials and lighting	N/A	
Bus shelters	N/A	
Markets	N/A	
Public conveniences	N/A	
Agency agreements	N/A	
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	N/A	
Additional Information		
This will provide Councils with the opportunity to publish information that is not itemised in the lists above		

* An additional charge will be made for postage at the second class rate if necessary.

Contact details:

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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 @100p per sheet (black & white)	Actual cost plus travel
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)
Other		