

Information available from Horden 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>	(hard copy and/or website)	
Who's who on the Council and its Committees	Hard copy & website	20p/50p per sheet for hard copy
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Hard copy & website	20p/50p per sheet for hard copy
Location of main Council office and accessibility details	Hard copy & website	20p/50p per sheet for hard copy
Staffing structure	Hard copy & website	20p/50p per sheet for hard copy

<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>	(hard copy and/or website)	
Annual return form and report by auditor	Hard copy & website	20p/50p per sheet for hard copy
Finalised budget	Hard copy & website	20p/50p per sheet for hard copy
Precept	Hard copy to every household with Council Tax demand. Website.	20p/50p per sheet for hard copy
Borrowing Approval letter	Hard copy & website	20p/50p per sheet for hard copy
Financial Standing Orders and Regulations	Hard copy & website	20p/50p per sheet for hard copy
Grants given and received	Hard copy & website	20p/50p per sheet for hard copy
List of current contracts awarded and value of contract	Hard copy	20p/50p per sheet for hard copy
Members' allowances and expenses	Hard copy & website	20p/50p per sheet for hard copy
<p>Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)</p>	(hard copy or website)	

Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Hard copy & website	20p/50p per sheet for hard copy
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum	(hard copy or website)	
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Hard copy & website	20p/50p per sheet for hard copy
Agendas of meetings (as above)	Hard copy & website	20p/50p per sheet for hard copy
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Hard copy & website	20p/50p per sheet for hard copy
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Hard copy	20p/50p per sheet for hard copy
Responses to consultation papers	Hard copy	20p/50p per sheet for hard copy
Responses to planning applications	Hard copy	20p/50p per sheet for hard copy
Bye-laws	n/a at present	
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only	(hard copy or website)	

<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>	<p>Hard copy & website Hard copy & website Hard copy & website Hard copy & website Hard copy & website</p>	<p>20p/50p per sheet for hard copy</p>
<p>Policies and procedures for the provision of services and about the employment of staff:</p>	<p>Hard copy</p>	<p>20p/50p per sheet for hard copy</p>
<p>Records management policies (records retention, destruction and archive)</p>	<p>Hard copy</p>	<p>20p/50p per sheet for hard copy</p>
<p>Schedule of charges (for the publication of information)</p>	<p>Hard copy & website</p>	<p>5p/10p per sheet for hard copy</p>
<p>Class 6 – Lists and Registers</p> <p>Currently maintained lists and registers only</p>	<p>(hard copy or website; some information may only be available by inspection)</p>	<p>20p/50p per sheet for hard copy</p>
<p>Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)</p>	<p>Hard copy</p>	<p>20p/50p per sheet for hard copy</p>
<p>Assets Register</p>	<p>Hard copy</p>	<p>20p/50p per sheet for hard copy</p>
<p>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)</p>	<p>Hard copy</p>	<p>20p/50p per sheet for hard copy</p>
<p>Register of members' interests</p>	<p>Hard copy</p>	<p>20p/50p per sheet for hard copy</p>

Register of gifts and hospitality	Hard copy	20p/50p per sheet for hard copy
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	(hard copy or website; some information may only be available by inspection)	
Allotments	Hard copy	20p/50p per sheet for hard copy
Burial grounds and closed churchyards	Hard copy	20p/50p per sheet for hard copy
Community centres and village halls	Hard copy	20p/50p per sheet for hard copy
Parks, playing fields and recreational facilities	Hard copy	20p/50p per sheet for hard copy
Seating, litter bins, clocks, memorials and lighting	Hard copy	20p/50p per sheet for hard copy
Bus shelters	n/a	20p/50p per sheet for hard copy
Markets	n/a	20p/50p per sheet for hard copy
Public conveniences	n/a	20p/50p per sheet for hard copy
Agency agreements	n/a	20p/50p per sheet for hard copy
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Hard copy	20p/50p per sheet for hard copy

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

Contact details: Clerk to the Council, Social Welfare Centre, Seventh Street, Horden, Peterlee, Co Durham. SR8 4LX.

Tel: 0191 5180823 Fax: 0191 5180385 email: hordencouncil@btconnect.com website: hordenparishcouncil.gov.uk

Reviewed 8th June 2017

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 @ 20p per sheet (black & white)	Running cost *

	Photocopying @ 50p per sheet (colour)	Running cost
	Website downloads free	
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)
Other		

* the cost incurred by the public authority including printing cost and administration staff time .