

Information available from Horden Parish Council under the model publication scheme

| Information to be published <u>and where it can be found on our website</u> | 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>Who's who on the Council and its Committees Council Heading-Councillors Page</p> | Hard copy & website | 20p/50p per sheet for hard copy |
| <p>Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used)) Contact Us Council Heading-Councillors Page</p> | Hard copy & website | 20p/50p per sheet for hard copy |
| <p>Location of main Council office and accessibility details Contact Us</p> | Hard copy & website | 20p/50p per sheet for hard copy |
| <p>Staffing structure Information and Finance Page</p> | 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) | |

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| Annual return form and report by auditor Home Page | Hard copy & website | 20p/50p per sheet for hard copy |
| Finalised budget Information and Finance Page | Hard copy & website | 20p/50p per sheet for hard copy |
| Precept Information and Finance Page | Hard copy to every household with Council Tax demand. Website. | 20p/50p per sheet for hard copy |
| Borrowing Approval letter Information and Finance Page | Hard copy & website | 20p/50p per sheet for hard copy |
| Financial Standing Orders and Regulations Council-Policies, Rules and Regulations | Hard copy & website | 20p/50p per sheet for hard copy |
| Grants given and received Information & Finance Page | 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 Information & Finance Page | Hard copy & website | 20p/50p per sheet for hard copy |
| Expenditure exceeding £500 Council-Agendas and Minutes (all payments are noted in Council Minutes) | Hard copy & website | 20p/50p per sheet for hard copy |
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| Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews) | (hard copy or website) | |
| Annual Report to Parish or Community Meeting (current and previous year as a minimum) Annual Report Page | Hard copy & website | 20p/50p per sheet for hard copy |

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| Strategic Plan Information & Finance Page | 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) Council-Meeting Diary | Hard copy & website | 20p/50p per sheet for hard copy |
| Agendas of meetings (as above) Council-Agendas and Minutes | 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. Council-Agendas and Minutes | 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) | (hard copy or website) | |

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| Current information only | | |
| Policies and procedures for the conduct of council business: Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements Council-Policies, Rules and Regulations | Hard copy & website Hard copy & website Hard copy & website Hard copy & website Hard copy & website | 20p/50p per sheet for hard copy |
| Policies and procedures for the provision of services and about the employment of staff: | Hard copy | 20p/50p per sheet for hard copy |
| Records management policies (records retention, destruction and archive) | Hard copy | 20p/50p per sheet for hard copy |
| Schedule of charges (for the publication of information) Information & Finance Page | Hard copy & website | 5p/10p per sheet for hard copy |
| Class 6 – Lists and Registers Currently maintained lists and registers only | (hard copy or website; some information may only be available by inspection) | 20p/50p per sheet for hard copy |
| Any publicly available register or list | Hard copy | 20p/50p per sheet for hard copy |
| Assets Register | Hard copy | 20p/50p per sheet for hard copy |
| Disclosure log (indicating the information that has been provided in response to requests; | Hard copy | 20p/50p per sheet for |

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| recommended as good practice, but may not be held by parish councils) | | hard copy |
| Register of members' interests <u>Council-Councillors (individual pages)</u> | Hard copy <u>& website</u> | 20p/50p per sheet for hard copy |
| Register of gifts and hospitality <u>Council-Councillors (individual pages)</u> | Hard copy <u>& website</u> | 20p/50p per sheet for hard copy |
| <u>Local Authority Land Information & Finance Page</u> | <u>Hard copy & website</u> | <u>20p/50p per sheet for hard copy</u> |
| 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 |

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| | | 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 |
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| Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above | | |
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Contact details: Clerk to the Council, Social Welfare Centre, Seventh Street, Horden, Co Durham SR8 4LX.
Tel: 0191 5180823 Fax: ~~0191 5180385~~ email: hordencouncil@btconnect.com website:
hordenparishcouncil.gov.uk

APPROVED BY COUNCIL: HPC 18/19/091, 04/10/2018.

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 |

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| | | actual statute) |
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* the cost incurred by the public authority including printing cost and administration staff time .