

## Etherley Parish Council

### Information available under the model publication scheme

Information to be published	How the information can be obtained	Cost
<p><b>Class 1 – Who we are and what we do</b></p> <p>(Organisational information, structures, locations and contacts)</p> <p>This information will be current only</p>	<ul style="list-style-type: none"><li>• Newsletters</li><li>• Notice Board</li><li>• Parish Council Website</li><li>• Information available from the Clerk</li></ul>	Nil
Who's who on the Council and its Committees	<ul style="list-style-type: none"><li>• Parish Council Website</li><li>• Information available from the Clerk</li></ul>	Nil
Contact details for Parish Clerk and Council members	<ul style="list-style-type: none"><li>• Newsletters</li><li>• Notice Board</li><li>• Parish Council Website</li><li>• Information available from the Clerk</li></ul>	Nil
Location of main Council office and accessibility details	<ul style="list-style-type: none"><li>• Information available from the Clerk</li></ul>	Nil
Staffing structure	<ul style="list-style-type: none"><li>• Information available from the Clerk</li></ul>	Nil

Information to be published	How the information can be obtained	Cost
<p>Class 2 – What we spend and how we spend it</p> <p>(Financial information relating to projected and actual income and expenditure, Procurement, contracts and financial audit) Annual return form and report by auditor Finalised budget Precept Financial Standing Orders and Regulations Grants given and received List of current contracts awarded and value of the contract</p>	<ul style="list-style-type: none"> <li>• Available from the Clerk</li> <li>• Available from the Clerk</li> <li>• Available from the Clerk</li> <li>• Available from the Clerk</li> <li>• Available from the Clerk</li> <li>• Available from the Clerk</li> <li>• Available from the Clerk</li> <li>• Available from the Clerk</li> </ul>	<p>Paper copies will be charged at no more than 10p per sheet</p>

<p><b>Class 3 – What our priorities are and how we are doing</b></p> <p>(Strategies and plans, performance indicators, audits, inspections and reviews)</p>		<p>Cost</p>
<p>Parish Plan</p>	<ul style="list-style-type: none"> <li>• Available from the Clerk</li> </ul> <p>Amendments to current copy to be undertaken during 2018/2019</p>	<p>Paper copies will be charged at no more than 10p per sheet</p>
<p>Quality Status</p>	<p>N/A</p>	
<p>Annual report to the Parish</p>	<ul style="list-style-type: none"> <li>• Available from the Clerk</li> </ul>	

<p><b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions)</p>		<p><b>Paper copies will be charged at no more than 10p per sheet</b></p>
<p>Timetable of meetings  (Full Council, sub-committee meetings/Parish meetings)</p>	<ul style="list-style-type: none"> <li>• Parish Council Website</li> <li>• Available from the Clerk</li> </ul>	
<p>Agendas for All meetings</p>	<ul style="list-style-type: none"> <li>• Parish Council Website</li> <li>• Available from the Clerk</li> </ul>	
<p>Minutes of meetings (as above) – NB this will exclude information that is properly regarded as private to the meeting</p>	<ul style="list-style-type: none"> <li>• Parish Council Website</li> <li>• Available from the Clerk</li> </ul>	
<p>Reports presented to council meetings – unless classified as confidential</p>	<ul style="list-style-type: none"> <li>• Parish Council Website</li> <li>• Available from the Clerk</li> </ul>	
<p>Responses to consultation papers</p>	<ul style="list-style-type: none"> <li>• Parish Council Website</li> <li>• Available from the Clerk</li> </ul>	
<p>Responses to planning applications</p>	<ul style="list-style-type: none"> <li>• Parish Council Website</li> <li>• Available from the Clerk</li> </ul>	
<p>Bye-laws</p>	<ul style="list-style-type: none"> <li>• Parish Council Website</li> <li>• Available from the Clerk</li> </ul>	

<p><b>Class 5 – Our Policies and procedures</b></p> <p>(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</p> <p>Committee and sub-committee terms of reference</p> <p>Delegated authority in respect of officers</p> <p>Code of Conduct</p> <p>Policy statements</p>	<ul style="list-style-type: none"> <li>• Parish Council Website</li> <li>• Available from the Clerk</li> </ul>	<p>As above</p>
<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</p> <p>Complaint procedures</p>	<ul style="list-style-type: none"> <li>• Parish Council Website</li> <li>• Available from the Clerk</li> </ul>	<p>As above</p>

<b>Class 6 – Lists and Registers</b> Currently maintained lists and registers only		
Assets Register	<ul style="list-style-type: none"><li>• Available from the Clerk</li></ul>	
Register of members interest	<ul style="list-style-type: none"><li>• Parish Council Website</li><li>• County Durham Website</li></ul>	
Register of gifts and hospitality	<ul style="list-style-type: none"><li>• Parish Council Website</li><li>• County Durham Website</li></ul>	

<p><b>Class 7 – The Service we offer</b></p> <p>(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)</p> <p>Current information only</p>		
<p>Grass Cutting</p>	<ul style="list-style-type: none"> <li>• Available from the Clerk</li> </ul>	
<p>Litter Picking</p>	<ul style="list-style-type: none"> <li>• Available from the Clerk</li> </ul>	
<p>Bus shelters/Bins/Seats –Purchase and Maintenance</p>	<ul style="list-style-type: none"> <li>• Available from the Clerk</li> </ul>	
<p>Speed Watch Scheme</p>	<ul style="list-style-type: none"> <li>• Website and information available from the Clerk</li> </ul>	
<p>Supporting local groups</p> <ul style="list-style-type: none"> <li>• Toft hill and Etherley Community Association</li> <li>• Etherley Minors Welfare</li> </ul>	<ul style="list-style-type: none"> <li>• Available from the Clerk</li> </ul>	
<p>Services provided for which the fees are recoverable:</p> <ul style="list-style-type: none"> <li>• Parish Paths Maintenance</li> </ul>	<ul style="list-style-type: none"> <li>• Available from the Clerk</li> </ul>	

## 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
		Actual cost 10p per sheet
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class



