

**INFORMATION MADE AVAILABLE**

**UNDER**

**THE MODEL PUBLICATION SCHEME**

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| **INFORMATION TO BE PUBLISHED** | **HOW THE INFORMATION CAN BE OBTAINED** | **COST** |
| Class1 Who we are and what we do (Organisational information, structures, locations and contacts) | [www.cornforthparishcouncil.org](http://www.cornforthparishcouncil.org)  | free |
| Who’s who on the Council and its Committees | [www.cornforthparishcouncil.org](http://www.cornforthparishcouncil.org) | free |
| Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used)) | [www.cornforthparishcouncil.org](http://www.cornforthparishcouncil.org) | free |
| 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 |  |  |
| Annual return form and report by auditor | by request to parish clerk | £ |
| Finalised budget by request to parish clerk | by request to parish clerk | £ |
| Precept | by request to parish clerk | free |
| Standing Orders and Financial Regulation’s | [www.cornforthparishcouncil.org](http://www.cornforthparishcouncil.org) | £ |
| Grants given and received | by request to parish clerk | free |
| List of current contracts awarded and value of contract | by request to parish clerk | free |
| Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews) Current and previous year as a minimum |  |  |
| Annual Report (current and previous year as a minimum) | by request to parish clerk | £ |
| Council’s Vision, aims and objectives | by request to parish clerk | £ |

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| 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 and any committee/sub-committee meetings and parish meetings) | [www.cornforthparishcouncil.org](http://www.cornforthparishcouncil.org) | free |
| Agendas of meetings (as above) | [www.cornforthparishcouncil.org](http://www.cornforthparishcouncil.org) | free |
| Minutes of meetings (as above) – n.b. this will exclude information that is properly regarded as private to the meeting. | [www.cornforthparishcouncil.org](http://www.cornforthparishcouncil.org) | free |
| Reports presented to council meetings – n.b. this will exclude information that is properly regarded as private to the meeting. | by request to parish clerk | £ |
| Responses to consultation papers | by request to parish clerk | £ |
| Responses to planning applications | by request to parish clerk | free |
| Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities). 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 | [www.cornforthparishcouncil.org](http://www.cornforthparishcouncil.org) | free |

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| Policies and procedures for the provision of services and about the employment of staff:• Internal instructions to staff and 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) | [www.cornforthparishcouncil.org](http://www.cornforthparishcouncil.org)where applicable or inspection by request to parish clerk | Free if on the website |
| Information security policy | by request to parish clerk | £ |
| Records management policies (records retention, destruction and archive) | by request to parish clerk | £ |
| Data protection policies | by request to parish clerk | £ |
| Schedule of charges (for the publication of information) | [www.cornforthparishcouncil.org](http://www.cornforthparishcouncil.org) | free |
| Class 6 – Lists and Registers Currently maintained lists and registers onlyAny publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice) |  |  |
| Assets register | inspection by request to parish clerk | 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) | not applicable |  |
| Register of members’ interests | [www.durham.gov.uk](http://www.durham.gov.uk)  | free |
| **INFORMATION TO BE PUBLISHED** | **HOW THE INFORMATION CAN BE OBTAINED** | **COST** |
| Class 7 – The services that we offer(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only |  |  |
| Allotments | [www.cornforthparishcouncil.org](http://www.cornforthparishcouncil.org) | free |
| Park and green spaces | by request to parish clerk | free |
| Bus shelters and Street furniture | by request to parish clerk | free |

**SCHEDULE OF CHARGES**

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| **TYPE OF CHARGE** | **DESCRIPTION** | **BASIS OF CHARGE** |
| Disbursement cost | Photocopying BLACK & WHITE@ 10p per sheet side(20p double sided)  | Printing costs |
|  | Photocopying COLOUR@ 50p per sheet side (£1.00 double sided)  | Printing costs |
| Postage | starting at 68p  | Cost of Royal Mail standard 2nd class |
| Packaging | starting at 25p  | Cost of non-standard A5 / A4 envelope or additional packaging  |
| Clerks time | £10 per half hour | Staffing cost |

Note: -

**£** the cost will be that relevant at the time of requesting copies of documents and the number of sides of copy required for the full document (B&W / colour). Price on application.