

**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 only  Any 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.