

Information available from Broomley & Stocksfield. 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> | <p>Website – Stocksfield.org Hard copy – contact Clerk</p> <p>See Parish Information Card</p> | Free |
| Who's who on the Council and its Committees | As above | Free |
| Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used)) | As above | Free |
| Location of main Council office and accessibility details | As above | Free |
| Staffing structure | As above | Free |
| <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> | As above | Free |
| Annual return form and report by auditor | Hard copy – contact Clerk | 10 per sheet |
| Finalised budget | Available on request | 10p per sheet |
| Precept | Available on request | 10p per sheet |
| Borrowing Approval letter | Available on request | 10p per sheet |
| Financial Standing Orders and Regulations | Available on Request | 10p per sheet |

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| Grants given and received | Available on Request or see Minutes | 10p per sheet |
| List of current contracts awarded and value of contract | Available on Request | 10p per sheet |
| Members' allowances and expenses | Available on Request | 10p per sheet |
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| Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews) | Available on Request | 10p per sheet |
| Parish Plan (current and previous year as a minimum) | Available on Request | £5 |
| Annual Report to Parish or Community Meeting (current and previous year as a minimum) | Available on Request | £2 |
| Quality status | N/A | |
| Local charters drawn up in accordance with DCLG guidelines | Available on Request | 10p per sheet |
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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 | rk | |
| Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings) | Website – Stocksfield.org Hard copy – contact Clerk | 10p per sheet |
| Agendas of meetings (as above) | Noticeboards | |
| Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting. | Website – Stocksfield.org Hard copy – contact Clerk | 10p per sheet |
| Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting. | Hard copy contact Clerk | 10p per sheet |
| Responses to consultation papers | Hard copy – contact Clerk | 10p per sheet |
| Responses to planning applications | Hard copy – contact Clerk or see Notice Boards | 10p per sheet |
| Bye-laws | N/A | |
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| <p>Class 5 – Our policies and procedures (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 Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements</p> | Available on Request | 10p per sheet |
| <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 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)</p> | Available on Request | 10p per sheet |
| <p>Information security policy</p> | Available on request | 10p per sheet |
| <p>Records management policies (records retention, destruction and archive)</p> | Available on request | 10p per sheet |
| <p>Data protection policies</p> | Available on request | 10p per sheet |
| <p>Schedule of charges (for the publication of information)</p> | Website – Stocksfield.org Available on request See below | |
| <p>Class 6 – Lists and Registers</p> <p>Currently maintained lists and registers only</p> | | |

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| Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice) | Available on request | |
| Assets Register | Available on request | |
| 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) | Available on request | |
| Register of members' interests | Available on request | |
| Register of gifts and hospitality | Available on Request | |
| 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 | | |
| Allotments | N/A | |
| Burial grounds and closed churchyards | N/A | |
| Community centres and village halls | N/A | |
| Parks, playing fields and recreational facilities | See NE43 News from time to time | |
| Seating, litter bins, clocks, memorials and lighting | See NE43 News from time to time | |
| Bus shelters | See NE43 News from time to time | |
| Markets | N/A | |
| Public conveniences | N/A | |
| Agency agreements | N/A | |
| A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees) | N/A | |
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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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| The Parish Council publishes a newsletter 4 times per year – NE43 News | | |
| Parish Council information is also published in SCAN 10 times per year. | | |

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| There are two Parish Council Notice Boards where Minutes, Summary of Accounts, etc. are displayed monthly | | |
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**Contact details: Clerk to the Parish Council: at Stocksfield Community Centre
Mount View Terrace
Stocksfield
NE43 7HL
Tel: 01661 844667
E-mail: admin@baspc.plus.com**

Website: Stocksfield.org

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 @ 10p per sheet (black & white) | Actual cost * |
| | Photocopying @ 20p per sheet (colour) | Actual cost |
| | | |
| | Postage | Actual cost of Royal Mail standard 2 nd class |
| | | |
| Statutory Fee | | In accordance with the relevant legislation (quote the actual statute) |
| | | |
| Other | | |

* the actual cost incurred by the public authority