

## Information available from Horsley Parish Council under the model publication scheme

Information to be published	How the information can be obtained	Cost
<p><b>Class1 - Who we are and what we do</b> (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>Notice Boards</p> <p>Website</p> <p>Hard copy</p>	<p>0.00</p> <p>0.00</p> <p>10p per copy</p>
Who's who on the Council and its Committees	Notice Boards/Website/Hard Copy	0.00
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Notice Boards/Website/Hard Copy	0.00
Location of main Council office and accessibility details	As above	
Staffing structure	As above	
<p><b>Class 2 – What we spend and how we spend it</b> (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>	<p>Website</p> <p>Hard copy</p>	<p>0.00</p> <p>5p per A4 sheet</p>

Annual return form and report by auditor	Hard copy	5p per A4 sheet
Finalised budget	Hard copy Website	As above 0.00
Precept	Hard copy Website	5p per copy 0.00
Borrowing Approval letter	N/A	N/A
Financial Standing Orders and Regulations	Hard copy	5p per copy
Grants given and received	Hard copy	5p per copy
List of current contracts awarded and value of contract	Hard copy	5p per copy
Members' allowances and expenses	N/A	
<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)	(hard copy or website)	
Parish Plan (current and previous year as a minimum)	N/A	
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Hard copy	5p per copy
Quality status	N/A	
Local charters drawn up in accordance with DCLG guidelines	Hard copy	5p per A4 sheet
<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions)		
Current and previous council year as a minimum	Hard copy	5p per A4 sheet
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Notice Boards Hard copy	0.00 0.00

Agendas of meetings (as above)	Website Hard copy	0.00 5p per copy
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Website Hard copy	0.00 5p per A4 sheet
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Hard copy	5p per A4 sheet
Responses to consultation papers	Hard copy	5p per A4 sheet
Responses to planning applications	Hard copy Website	5p per A4 sheet 0.00
Bye-laws	N/A	
<b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities)		
Current information only	Hard copy	5p per A4 sheet
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	Hard copy	5p per A4 sheet
	Hard copy	5p per A4 sheet
Information security policy		

Records management policies (records retention, destruction and archive)	Hard copy	5p per copy
Data protection policies	Hard copy	5p per copy
Schedule of charges (for the publication of information)	Hard copy	5p per copy
<b>Class 6 – Lists and Registers</b>		
Currently maintained lists and registers only	Hard copy	5p per copy
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	Hard copy	5p per copy
Assets Register	Hard copy	5p per copy
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)	N/A	
Register of members' interests	Hard copy	5p per A4 sheet
Register of gifts and hospitality	N/A	
<b>Class 7 – The services we offer</b>		
(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)	(hard copy or website; some information may only be available by inspection)	
Current information only		
Allotments	N/A	
Burial grounds and closed churchyards	Hard copy	5p per A4 sheet
Community centres and village halls	N/A	
Parks, playing fields and recreational facilities	Hard copy	5p per copy
Seating, litter bins, clocks, memorials and lighting	Hard copy	5p per copy
Bus shelters	Hard copy	5p per copy

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)	Hard copy	5p per copy

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#### 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
<b>Disbursement cost</b>	Photocopying @ 5p per sheet (black & white)	Actual cost
	Photocopying @ 5p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class

\* the actual cost incurred by the public authority