

COTHERSTONE PARISH COUNCIL

PUBLICATION SCHEME

| Information to be published | How the information can be obtained | Cost if hard copy |
|---|--|--------------------------|
| Class 1 – Who we are and what we do (organisational information, structures, locations and contacts). Current information only. | | |
| Who's who on the Council and its committees | Hard copy and/or website | 50p per page of document |
| Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used)) | Hard copy and/or website and/or noticeboard | 50p per page of document |
| Location of main Council office and accessibility details | The Council does not have an office with public access | |
| Staffing structure | Hard copy and/or website | 50p per page of document |
| 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 | Hard copy and/or website | 50p per page of document |
| Finalised budget | Hard copy and/or website | 50p per page of document |
| Precept | Hard copy and/or website | 50p per page of document |
| Borrowing approval letter | Not applicable – none in place | |
| Financial Standing Orders and Regulations | Hard copy and/or website | 50p per page of document |
| Grants given and received | Hard copy and/or website | 50p per page of document |
| List of current contracts awarded and value of contract | Hard copy and/or minutes on website | 50p per page of document |
| Members' allowances and expenses | No members' allowances scheme in place. Expenses in monthly financial reports as hard copy and/or website | 50p per page of document |
| Income and expenditure | Monthly financial reports as hard copy and/or website | 50p per page of document |
| 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. | | |
| Parish Plan (2006) | Hard copy and/or website | |
| Annual Report to Parish Meeting | Hard copy and/or website | 50p per page of document |
| Quality status | Not applicable | |
| Local charters drawn up in accordance with DCLG guidelines | None applicable | |

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| Class 4 – How we make decisions (decision making processes and records of decisions). Current and previous year as a minimum. | | |
| Timetable of meetings (Council and any committee/sub-committee meeting and Parish Meetings) | Hard copy and/or website | 50p per page of document |
| Agendas of meetings (as above) | Hard copy and/or website | 50p per page of document |
| Minutes of meetings (as above). NB this will exclude information that is properly regarded as private to the meeting. | Hard copy and/or website | 50p per page of document |
| Reports presented to Council meetings. NB this will exclude information that is properly regarded as private to the meeting. | Hard copy and/or website | 50p per page of document |
| Responses to consultation papers | Hard copy and/or email from the clerk | 50p per page of document |
| Responses to planning applications | Hard copy and/or email from the clerk | 50p per page of document |
| Byelaws | Hard copy and/or email from the clerk | 50p per page of document |
| 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: <ul style="list-style-type: none"> • Procedural standing orders • Committee and sub-committee terms of reference • Delegated authority in respect of officers • Code of conduct • Policy statements | Hard copy and/or website | 50p per page of document |
| Policies and procedures for the provision of services and about the employment of staff: <ul style="list-style-type: none"> • 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) | None necessary None in place None in place None in place None in place None in place | |
| Information security policy | None in place | |
| Records management policies (records retention, destruction and archive) | In preparation | |
| Data protection policies | In preparation | |
| Schedule of charges (for the publication of information) | See below | |

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| Class 6 – Lists and Registers. Currently maintained lists and registers only. | | |
| Assets register | Hard copy and/or website | 50p per page of document |
| Disclosure log (indicating the information that has been provided in response to requests) | Hard copy or email from the clerk | 50p per page of document |
| Register of Interests | Hard copy and/or website | 50p per page of document |
| Register of gifts and hospitality | Hard copy or email from the clerk | 50p per page of document |
| 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. | | |
| Parks, playing fields and recreational facilities | Hard copy or email from the clerk | 50p per page of document |
| Seating, litter bins, clocks, memorials and lighting | See Assets register | |
| Bus shelter at The Close | See Assets register | |
| Allotments | Hard copy and/or website | 50p per page of document |
| Cemetery | Hard copy and/or website | 50p per page of document |
| Public conveniences | None | |
| Additional information (this will provide Councils with the opportunity to publish information that is not itemised in the lists above) | | |

Contact details:

Judith Mashiter MA, BSc, Parish Clerk, Moor Edge, Snaisgill, Middleton-in-Teesdale, Co. Durham DL12 0RP

Schedule of Charges

| Type of charge | Description | Basis of charge |
|------------------------|---|--|
| Disbursement cost | Photocopying/hard copy from computer printer @ 10p per A4 side (black/white) | Actual cost |
| | Photocopying/hard copy from computer printer @ 20p per A4 side (colour) | Actual cost |
| | Postage | Actual cost of Royal Mail standard 2 nd class |
| Statutory Fee | | In accordance with the relevant and latest legislation guidelines. |
| Other | Information will usually be provided free of charge, however <ul style="list-style-type: none"> Repeated requests may become chargeable, and a quotation will be submitted Requests which take prolonged periods to provide and/or require access to third party documents may attract charges, based on cost recovery. | Per quotation. Actual costs incurred. |
| Burial register search | Search of a register | £12 |
| | Supplying a certified copy of an entry in a register | £10 |