

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