

Information available from Broomhaugh & Riding Parish Council under the model publication scheme

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 - current information only.		
Who's who on the Council and its Committees	Website/ Notice board / Hard copy on request	20p pp
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website/ Notice board / Hard copy on request	20p pp
Location of main Council office and accessibility details	Website/ Notice board / Hard copy on request	20p pp
Staffing structure	Website/ Notice board / Hard copy on request	20p pp

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	Notice board (for month following publication) / Hard copy on request	20p pp
Finalised budget	Minuted */ Hard copy on request	20p pp
Precept	Minuted *	20p pp
Borrowing Approval letter	N/A	

* Minutes of PC meetings are available to download from the website or a hard copy is available on request

† Prices quoted are for black and white copies. Colour copies are charged at 40p pp

Financial Standing Orders and Regulations	Hard copy on request / website	20p pp
Grants given and received	Minuted *	20p pp
List of current contracts awarded and value of contract	Minuted *	20p pp
Members' allowances and expenses	Hard copy on request	20p pp

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 (current and previous year as a minimum)	Copy CD available on request / Website	£2 per CD
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Minuted */ Website	20p pp
Quality status	N/A	
Local charters drawn up in accordance with DCLG guidelines	N/A	

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)	Notice board / Newsletter / Website	
Agendas of PC meetings (as above)	Notice board / Website / Hard copy on request	20p pp
Minutes of meetings (as above) – n.b. this will exclude information that is properly regarded as private to the meeting.	Notice board / Website / Hard copy on request	20p pp
Reports presented to council meetings – n.b. this will exclude information that is properly regarded as private to the meeting.	Minuted *	20p pp
Responses to consultation papers	Website / Minuted */ Hard copy on request	20p pp
Responses to planning applications	Minuted * / NCC planning portal	20p pp
Bye-laws	N/A	

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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	Website / Hard copy on request	20p pp
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 – N/A Equality and diversity policy – N/A Health and safety policy – Play Park monitoring reports Recruitment policies (including current vacancies) – N/A Policies and procedures for handling requests for information – FOI Policy and Data Protection Policy Complaints procedures / Vexatious Communication Policy (including those covering requests for information and operating the publication scheme)	Policy documents – website / hard copy on request Monitoring reports – hard copy on request	20p pp
Information security policy	N/A	
Records management policies (records retention, destruction and archive)	Hard copy on request	20p pp
Data protection policies	Website / hard copy on request	20p pp
Schedule of charges (for the publication of information)	As below	
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)	N/A	

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Assets register	Hard copy on request	20p pp
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 on request / NCC website	20p pp
Register of gifts and hospitality	Hard copy on request	20p pp

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	Contact RM Allotment Assn.	
Burial grounds and closed churchyards	N/A	
Community centres and village halls	Contact Village Hall Trust	
Parks, playing fields and recreational facilities	See Newsletter for occasional information	
Seating, litter bins	See Newsletter for occasional information	
Bus shelters	See Newsletter for occasional information	
Markets	N/A	
Public conveniences	N/A	
Agency agreements	N/A	
Services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	N/A	

Additional Information		
Yearly Newsletter	Delivered to all residents	FREE
PC news within Parish News Magazine	Subscribed to by residents. Produced monthly by Church group	

Contact details:

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Catherine Harrison, Parish Clerk
10 Church Close
Riding Mill
NE44 6DP
01434 682348
ridingmillclerk@gmail.com

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 @ 20p per sheet (black & white)	Staff time plus actual printing cost
	Photocopying @ 40p per sheet (colour)	Staff time plus actual printing cost
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)

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