

## Information available from Sadberge 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)            This will be current information only.            N.B. Councils should already be publishing as much information as possible about how they can be contacted.</p>	(hard copy and/or web site)	
Who's who on the Council and its Committees.	Web site Hard copy – contact Clerk	Free 10p/sheet
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Web site Hard copy – contact Clerk	Free 10p/sheet
<del>Location of main Council office and accessibility details</del>		
<del>Staffing structure</del>		

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<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)            Current and previous financial year as a minimum.</p>	(hard copy and/or web site)	
Annual return form and report by auditor	Web site Hard copy	Free 10p/sheet
Finalised budget	Web site Hard copy	Free 10p/sheet
Precept	Web site Hard copy – contact Clerk	Free 10p/sheet
<del>Borrowing Approval letter</del>		
Financial Standing Orders and Regulations	Web site Hard copy	Free 10p/sheet
Grants given and received	Hard copy	10p/sheet
List of current contracts awarded and value of contract	Hard copy	10p/sheet
<del>Members' allowances and expenses</del>		

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<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)	(hard copy and/or web site)	
Parish Plan (current and previous year as a minimum)	Web site Hard copy – contact Clerk	Free 10p/sheet (black & white)
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Web site Hard copy – contact Clerk	Free 10p/sheet
Quality status		
<del>Local charters drawn up in accordance with DCLG guidelines</del>		
<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 and/or web site)	
<del>Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)</del>		
Agendas of meetings (as above)	Web site Hard copy – contact Clerk	Free 10p/sheet

Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Web site Hard copy – contact Clerk	Free 10p/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/sheet
Responses to consultation papers	Hard copy – contact Clerk	10p/sheet
Responses to planning applications	See the minutes of Council meetings	
<del>Bye-laws</del>		
<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 and/or web site)	
Policies and procedures for the conduct of council business:  Procedural standing orders <del>Committee and sub-committee terms of reference</del> <del>Delegated authority in respect of officers</del> Code of Conduct Policy statements	Hard copy	10p/sheet

Policies and procedures for the provision of services and about the employment of staff: <del>Internal policies relating to the delivery of services</del> <del>Equality and diversity policy</del> <del>Health and safety policy</del> <del>Recruitment policies (including current vacancies)</del> <del>Policies and procedures for handling requests for information</del> <del>Complaints procedures (including those covering requests for information and operating the publication scheme)</del>		
<del>Information security policy</del>		
<del>Records management policies (records retention, destruction and archive)</del>		
<del>Data protection policies</del>		
Schedule of charges (for the publication of information)	Web site Hard copy – contact Clerk	Free 10p/sheet

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<b>Class 6 – Lists and Registers</b> Currently maintained lists and registers only	(hard copy or website; some information may only be available by inspection)	
<del>Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)</del>		
Assets Register	Web site Hard copy – contact Clerk	Free 10p/sheet
<del>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)</del>		
Register of members' interests	Hard copy	10p/sheet
<del>Register of gifts and hospitality</del>		
<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) Current information only.	(hard copy or website; some information may only be available by inspection)	
Allotments		
<del>Burial grounds and closed churchyards</del>		

Community centres and village halls		
Parks, playing fields and recreational facilities		
Seating, litter bins, clocks, memorials and lighting	See the Asset Register.	
Bus shelters		
Markets		
Public conveniences		
Agency agreements		
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)		
<b>Additional Information</b> This will provide Councils with the opportunity to publish information that is not itemised in the lists above.		

### Contact details:

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 Clerk to Sadberge Parish Council  
 Mayfield House, Middleton Road, Sadberge,  
 Darlington, County Durham DL2 1RR

Phone: 01325-333333  
 Mobile: 07966-312980  
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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 @ 10p per sheet (black & white)	Actual cost *
	<del>Photocopying @ 25p per sheet (colour)</del>	Actual cost
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Statutory Fee</b>		In accordance with the relevant legislation (quote the actual statute)
<b>Other</b>		

\* the actual cost incurred by the public authority