

PUBLICATION SCHEME – UNDER THE FREEDOM OF INFORMATION ACT 2000

Information available from NORHAM PARISH COUNCIL under the model publication scheme.

Information to be published	How the information can be obtained	Cost
<p>Class1 - Who we are and what we do Organisational information Location of services provided by Norham Parish Council Constitutional and legal governance</p>	<p>Hard copy, computerised copy by e-mail and/or on website</p>	<p>20p per sheet</p>
<p>Who's who on the Council</p>	<p>Hard copy, computerised copy by e-mail and/or on website</p>	<p>20p per sheet</p>
<p>Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))</p>	<p>Hard copy, computerised copy by e-mail and/or on website</p>	<p>20p per sheet</p>
<p>Location of main Council office and accessibility details</p>	<p>Hard copy, computerised copy by e-mail and/or on website</p>	<p>20p per sheet</p>
<p>Class 2 – What we spend and how we spend it</p>		
<p>Annual return form and report by auditor (internal & external)</p>	<p>Hard copy or on website</p>	<p>20p per sheet</p>
<p>Finalised budget</p>	<p>Hard copy or on website</p>	<p>20p per sheet</p>

Precept	Hard copy	20p per sheet
Borrowing Approval letter	NOT APPLICABLE	
Financial Standing Orders and Regulations	Hard copy or on website	20p per sheet
Grants given and received	Hard copy	20p per sheet
List of current contracts awarded and value of contract	Hard copy	20p per sheet
Members' allowances and expenses	NOT APPLICABLE	
Receipt/ Payment Books and Bank Statements	Hard Copy	20p per sheet
VAT Records	Hard Copy	20p per sheet
Financial Risk Assessments	Included in the Annual Audit Return.	20p per sheet
Class 3 – What our priorities are and how we are doing		
Parish Plan	Hard copy, computerised copy by e-mail and/or on website	20p per sheet
Annual Report to the Annual Assembly Meeting (current and previous year as a minimum)	Hard copy, computerised copy by e-mail and/or on website	20p per sheet
Quality status	Hard Copy	20p per sheet
Local charters drawn up in accordance with DCLG guidelines	NOT APPLICABLE	
Class 4 – How we make decisions		
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Details of meetings posted on notice boards. Hard copy, computerised copy by e-mail and/or on website	20p per sheet

Agendas of meetings (as above)	Hard copy, computerised copy by e-mail and/or on website	20p per sheet
Minutes of meetings (as above) – NB this will exclude information that is properly regarded as private to the meeting.	Hard copy, computerised copy by e-mail and/or on website	20p per sheet
Reports presented to council meetings - NB this will exclude information that is properly regarded as private to the meeting.	Hard copy, computerised copy by e-mail and/or on website	20p per sheet
Responses to consultation papers including responses received by the public as part of consultations run by the council.	Hard copy or computerised copy by e-mail.	20p per sheet
Responses to planning applications	Hard copy or computerised copy by e-mail.	20p per sheet
Bye-laws	NOT APPLICABLE	
Class 5 – Our policies and procedures		
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 or computerised copy by e-mail and/or on website	20p per sheet
Policies and procedures for the provision of	Hard copy or computerised copy by e-	20p per sheet

<p>services and about the employment of staff:</p> <p>Internal policies relating to the delivery of services</p> <p>Equality and diversity policy</p> <p>Health and safety policy</p> <p>Recruitment policies, Job Descriptions and Terms & Conditions of employment (including current vacancies)</p> <p>Policies and procedures for handling requests for information</p> <p>Complaints procedures (including those covering requests for information and operating the publication scheme)</p>	<p>mail and/or on website.</p>	
<p>Information security policy</p>	<p>Hard copy or computerised copy by e-mail.</p>	
<p>Records management policies (records retention, destruction and archive)</p>	<p>Hard copy or computerised copy by e-mail.</p>	
<p>Data protection policies</p>	<p>Hard copy or computerised copy by e-mail.</p>	
<p>Schedule of charges) for the publication of information)</p>	<p>Hard copy.</p>	
<p>Class 6 – Lists and Registers</p>		
<p>Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)</p>	<p>Hard Copy</p>	<p>20p per sheet</p>
<p>Assets Register</p>	<p>Hard copy or computerised copy by e-</p>	<p>20p per sheet</p>

	mail.	
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)	NOT APPLICABLE	
Register of members' interests	Hard copy	20p per sheet
Register of gifts and hospitality	Hard copy	20p per sheet
Members' declaration of acceptance of office	Hard copy	20p per sheet
Class 7 – The services we offer		
Allotments	NOT APPLICABLE	
Burial grounds and closed churchyards	NOT APPLICABLE	
Community centres and village halls Charge rates Booking Forms / Terms and conditions of hire.	NOT APPLICABLE	
Parks, playing fields and recreational facilities Playground Safety Inspections	Hard copy, computerised copy by e-mail and/or on website	20p per sheet
Seating, litter bins, memorials and lighting	Hard copy, computerised copy by e-mail and/or on website	20p per sheet
Bus shelters	Hard copy, computerised copy by e-mail and/or on website	20p per sheet
Markets	NOT APPLICABLE	
Public conveniences	Hard copy, computerised copy by e-mail and/or on website	20p per sheet
Agency agreements	NOT APPLICABLE	
Community Centre Booking Fees	NOT APPLICABLE	

<p>Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above</p>		

Contact details:

**Victoria L Craig - Clerk to Norham Parish Council
Norham House, Norham, Berwick-upon-Tweed, TD15 2LF
Telephone 01289 382754**

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)	Actual cost * Paper – 2p Photocopying – 2p Staff Time – 16p
	Photocopying @ 20p per sheet (colour)	Actual cost Paper 2p Photocopying – 2p Staff Time – 16p
	Postage	Actual cost of Royal Mail standard 2 nd class
Time	The Clerk’s time in relation to matters other than photocopying will be charged at an appropriate hourly rate	
Other	Any other actual costs	

	incurred by the council	

* the actual cost incurred by the public authority