

Hurworth Parish Council – Publication Scheme – Updated as at 12th May 2015
Procedure HPC 31.

Information to be published	How the information can be obtained	Cost
<p>Class1 - Who we are and what we do (Organisational information, structures, locations and contacts)</p> <p>This will be current information only.</p> <p>N.B. Councils should already be publishing as much information as possible about how they can be contacted.</p>	(hard copy or web Web Current and recent past	Nil
Who's who on the Council and its Committees	Web and hard copy	Nil
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Web and via quarterly newsletter.	Nil
Location of main Council office and accessibility details	Hurworth Grange, 41 Hurworth Road, Hurworth DL2 2BN	Nil
Staffing structure	Web & hard copy	Nil
<p>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)</p> <p>Current and previous financial year as a minimum</p>	(hard copy or website) Fully detailed calendarised financial report published every month Web and hard copy available. Two past years, current year to date figures, and budget for two years in advance	Nil Nil
Annual return form and report by auditor	Hard copy & web	Nil
Finalised budget	Hard copy & web	Nil
Precept	hard copy and within web for budget projections	Nil
Borrowing Approval letter	Not applicable	Nil
Financial Standing Orders and Regulations	Web and hard copy	Nil
Grants given and received	Web and hard copy	Nil
List of current contracts awarded and value of contract	Hard copy & minutes on the web	Nil
Members' allowances and expenses	Web and hard copy – see Accounts payable monthly	Nil
<p>Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)</p>	(hard copy or website) Hard copy and web – see Parish Plan updates and Current Year Action Plan	Nil

Current and previous year as a minimum	Web and hard copy	
Parish Plan (current and previous year as a minimum)	Web and hard copy, updated annually	Nil
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Web and hard copy – see Annula Assembly data and Minutes	Nil
Quality status	Web and hard copy – see Minutes and Award news	Nil
Local charters drawn up in accordance with DCLG guidelines	Not applicable at present	Nil
Class 4 – How we make decisions (Decision making processes and records of decisions)	(hard copy or website) web and hard copy – see standing Orders and Procedures	Nil
Current and previous council year as a minimum	Yes	
Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	Web and hard copy	Nil
Agendas of meetings (as above)	Web, notice boards and hard copy	Nil
Minutes of meetings (as above) – n.b. this will exclude information that is properly regarded as private to the meeting.	Draft version, followed by approved version on web and in hard copy	Nil
Reports presented to council meetings – n.b. this will exclude information that is properly regarded as private to the meeting.	Web and hard copy, incorporated into council Minutes.	Nil
Responses to consultation papers	Hard copy	Nil
Responses to planning applications	Web and hard copy. detailed plans available in Parish Office.	Nil
Bye-laws	Hard copy when applicable	Nil
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)	(hard copy or website) Full set of Procedures, regularly updated available on the web site and in hard copy.	Nil
Current information only	Latest versions	Nil
Policies and procedures for the conduct of council business:	web and hard copy	Nil
Procedural standing orders	Web and hard copy	
Committee and sub-committee terms of reference	Web and hard copy	
Delegated authority in respect of officers	Web and hard copy	
Code of Conduct	Web and hard copy	
Policy statements	Web and hard copy	
Policies and procedures for the provision of services and about the employment of staff:	Web and hard copy (Limited services are provided by the Parish, and only two part-time staff)	Nil
Internal instructions to staff and policies relating to the delivery of services	Web and hard copy – see Procedure	

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)	Web and hard copy – see Procedures Web and hard copy – see Procedures Web and hard copy – see Procedures Web and hard copy – see Procedures Web and hard copy – see Procedur	Nil
Information security policy	Web and hard copy – see Procedures	Nil
Records management policies (records retention, destruction and archive)	Not at present	
Data protection policies	Web and hard copy – see Procedures	Nil
Schedule of charges (for the publication of information)	Web and hard copy – see Procedures	Nil
Class 6 – Lists and Registers	(hard copy or website; some information may only be available by inspection)	
Currently maintained lists and registers only	Hard copy	Nil
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	Hard copy Register held in Parish Office.	Nil
Assets register	Web and hard copy	Nil
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 available	Nil
Register of members' interests	Web and hard copy	Nil
Register of gifts and hospitality	Not applicable to date	
Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)	(hard copy or website; some information may only be available by inspection) Web and hard copy	Nil Nil
Current information only	Current and past editions of Newsletters are available on	Nil

	web or hard copy.	
Allotments	Agendas and Minutes on web site; registers held in Parish Office (restricted viewing).	Nil
Burial grounds and closed churchyards	Register held in Parish office.	Nil
Community centres and village halls	Web and hard copy Links to their own web sites	Nil
Parks, playing fields and recreational facilities	Controlled by Darlington B.C.	
Seating, litter bins, clocks, memorials and lighting	Controlled by Darlington B.C.	
Bus shelters	Controlled by Darlington B.C.	
Markets	Not applicable	
Public conveniences	Not applicable	
Agency agreements	Not applicable	
Services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Not applicable, we have chosen to waive burial fees.	
Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above	Other information is publicised via the quarterly newsletters, and placed on the Parish notice boards.	Nil

Contact details:

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Parish Clerk RFO

Hurworth Parish Council,

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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
Disbursement cost	Photocopying @ 10p per sheet (black & white)	Actual cost
	Photocopying @15p per sheet (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	<p>Information will usually be provided free of charge. However,</p> <ol style="list-style-type: none"> 1. Repeated requests may become chargeable, and a quotation will be submitted. 2. Requests which take prolonged periods to provide and / or require access to third party documents may attract charges, based on cost recovery. 	<p>Per quotation</p> <p>Actual costs incurred.</p>

