

## Information available from Haydon Parish Council under the model publication scheme

Information to be published	How the information can be obtained
<p><b>Class1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts)</p> <p>This will be current information only</p>	<p>(hard copy and/or website) <a href="http://www.haydon-bridge.co.uk/community-parish.php">http://www.haydon-bridge.co.uk/community-parish.php</a></p> <p>Contact the Parish Clerk</p>
<p>Who's who on the Council -</p>	<p>Contact the Parish Clerk/website</p>
<p>Contact details for Parish Clerk and Council members (named contacts where possible with telephone number or email address (if used)</p>	<p>Contact the Parish Clerk/ for Clerk see website</p>
<p>Location of main Council office and accessibility details</p>	<p>Archstone Cottage, 8 Castle Hill, Halthwistle, NE49 0EQ – Home of Clerk please email first.</p>
<p>Staffing structure</p>	<p>Contact the Parish Clerk</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	(hard copy and/or website)  Photocopies can be obtained from the Clerk	
Annual return form and report by auditor	Contact the Parish Clerk	
Finalised budget	Contact Clerk/and website	
Precept	Contact the Parish Clerk	
Borrowing Approval letter	NA	
Financial Standing Orders and Regulations	Contact the Parish Clerk/website	
Grants given and received	Contact the Parish Clerk	
Current contracts awarded and value of contract	Contact the Parish Clerk	
Members' allowances and expenses	NA	
<b>Class 3 – What are our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)		
Parish Plan (current and previous year as a minimum)	Available in library or contact Clerk/website	
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	NA	
Quality status	NA	
Local charters drawn up in accordance with DCLG guidelines	NA	
<b>Class 4 – How we make decisions</b>		

(Decision making processes and records of decisions)  Current and previous council year as a minimum		
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Contact the Parish Clerk/website	
Agendas of meetings (as above)	Contact the Parish Clerk/website	
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Website or contact Clerk	
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Contact the Parish Clerk	
Responses to consultation papers	Contact the Parish Clerk	
Responses to planning applications	Contact the Parish Clerk	
Bye-laws	NA	
<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 or website)  Contact the Parish Clerk	

<p>Policies and procedures for the conduct of council business:</p> <p>Procedural standing orders  Committee and sub-committee terms of reference  Delegated authority in respect of officers  Code of Conduct -</p>	<p>Contact the Parish Clerk  NA  NA  See website</p>	
<p>Policies and procedures for the provision of services and about the employment of staff:</p> <p>Recruitment policies (including current vacancies)  Policies and procedures for handling requests for information</p>	<p>Contact the Parish Clerk</p>	
<p>Information security policy</p>	<p>NA</p>	
<p>Records management policies (records retention, destruction and archive)</p>	<p>NA</p>	
<p>Data protection policies</p>	<p>NA</p>	
<p>Schedule of charges (for the publication of information)</p>	<p>Contact the Parish Clerk</p>	
<p><b>Class 6 – Lists and Registers</b></p> <p>Currently maintained lists and registers only</p>	<p>(hard copy or website; some information may only be available by inspection)</p>	

Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)		
Assets Register	Contact the Parish Clerk	
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)	NA	
Register of members' interests	Via Northumberland County Council website	
Register of gifts and hospitality	Via Northumberland County Council website	

<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	NA	
Burial grounds and closed churchyards	Contact the Parish Clerk	
Community centres and village halls	NA	
Parks, playing fields and recreational facilities	Contact the Parish Clerk	
Seating, litter bins, clocks, memorials and lighting	Contact the Parish Clerk	
Bus shelters	Contact the Parish Clerk	
Markets	NA	
Public conveniences	NA	
Agency agreements	NA	

A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Contact the Parish Clerk	

### Contact details:

**Parish Clerk,** Carole McGivern, Archstone Cottage, 8 Castle Hill, Haltwhistle, NE49 0EQ.

**Tel :** 07543 912113

**email :** [haydonbridgeparish@gmail.com](mailto:haydonbridgeparish@gmail.com)

### SCHEDULE OF CHARGES

This describes how the charges have been arrived at and should be published as part of the guide.

<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b>BASIS OF CHARGE</b>
<b>Disbursement cost</b>	Photocopying @ 10p per sheet (black & white)	To cover cost of paper and ink and time.
	Photocopying @ 10 p per sheet (colour)	To cover cost of paper and ink and e.
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class