

Information available from Healey 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, structures, locations and contacts)</p> <p>This will be current information only</p>		
Who's who on the Council	Website, Hard copy on application	10p per sheet
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website; Hard copy on application	10p per sheet
<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</p>		
Annual return form and report by auditor	Hard copy on application	10p sheet
Finalised budget	Hard copy on application	10p sheet

Precept	Website Hard copy on application	10p per sheet
Borrowing Approval letter	Not applicable	
Financial Standing Orders and Regulations	For inspection on application	10p per sheet
Grants given and received	Website Hard copy on application	10p per sheet
List of current contracts awarded and value of contract	Not applicable	
Members' allowances and expenses	Not applicable	
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)		
Parish Plan	Not applicable	
Annual Report to Parish	May meeting each year	
Quality status - We have not sought "Quality Parish" status		
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous year		
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Website	
Agendas of meetings (as above)	Notice Board Hard copy on application	10p sheet

Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Website Hard copy on application	10p per sheet
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Hard copy on application	10p per sheet
Responses to consultation papers	Hard copy on application	10p per sheet
Responses to planning applications	Minutes on web site Hard copy on application	10p per sheet
Bye-laws	Not applicable	
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	Can be consulted on application	
Policies and procedures for the provision of services and about the employment of staff: Internal policies relating to the delivery of services Equality and diversity policy	Can be consulted on application	

<p>Health and safety policy</p> <p>Recruitment policies (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>		
Information security policy	Hard copy on application	10p sheet
Records management policies (records retention, destruction and archive)	Hard copy on application	10p sheet
Data protection policies	Hard copy on application	10p sheet
Schedule of charges for the publication of information	Website Hard copy on application	10p per sheet
<p>Class 6 – Lists and Registers</p> <p>Currently maintained lists and registers only</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>		
Assets Register	Inspection on application	
Disclosure log (indicating the information that has been provided in response to requests)	Inspection on application	
Register of members' interests	Inspection on application	
Register of gifts and hospitality	Minutes on website	
<p>Class 7 – The services we offer</p> <p>(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)</p> <p>Current information only</p>		

Notice Board Healey; Notice Board Barley Hill (damaged); Parish map inside Barley Hill Community Hall	N/A	
Additional Information		

Contact details:

Website url www.slaley.org.uk/healey

Parish Clerk: Patricia Wilson, Lawn house, Slaley, Hexham. NE47 0AS. Tel: 01434 673388 E-mail: patricia.wilson28@btinternet.com

Councillors: Chairman: Tom Warde-Aldam. Tel: 01434 682254. E-mail: tom.wa@landfactor.co.uk

Vice-Chair: Monica Gibbs: Tel: 01434 682496. E-mail:mfanderton@f2s.com

Representative Barley Hill Community Hut Committee: John Raine: Tel: 01434 682601. E-mail: john@stairrods.co.uk

Christine Johnston: Tel: 01434 682270. E-mail: Johnston-robert@btconnect.com

Martin Adamson: Tel: 01434 673205. E-mail:martinadamson@talktalk.net

SCHEDULE OF CHARGES

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 10p per sheet (black & white)	Actual cost *
	Postage Normally second class	Actual cost of Royal Mail standard 2 nd class *
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)
Other		

* the actual cost incurred by the public authority