

# **Information available from Slaley Parish Council under the model publication scheme**

| Information to be published  | How the information can be obtained                  | Cost      |
|--|--|-----------|
| <b>Class1 - Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only</b>   |  |           |
| Who's who on the Council   | Website, Slaley News Hard copy on application        | 10p 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 sheet |
| <b>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) Current and previous financial year</b> |  |           |
| Annual return form and report by auditor   | Village Hall noticeboard<br>Hard copy on application | 10p sheet |
| Finalised budget   | Hard copy on application<br>Minutes. Annual Report   | 10p sheet |

|   |  |           |
|---|--|-----------|
| Members' allowances and expenses  | Minutes on Website   |           |
|   |  |           |
| <b>Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)</b> |  |           |
| Parish Plan (current plan and quarterly action plan updates)  | Website. CD copies of PP<br>Hard copy of quarterly updates on application            | 10p sheet |
| Annual Report to Parish (current and previous year) Chairman's report included in the CT house to house delivery of parish reports            | Booklets produced for AGM available from Village hall Library.<br>Minutes on Website |           |
| Quality status - We have not sought "Quality Parish" status   |  |           |
|   |  |           |
| <b>Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous year</b>                         |  |           |
| Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)   | Website Monthly in Slaley Newssheet  |           |

|   |                                 |  |
|---|---------------------------------|--|
| Bye-laws  | Not applicable                  |  |
| <b>Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only</b>   |                                 |  |
| 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 Health and safety policy Recruitment policies (including current vacancies) Pol | Can be consulted on application |  |
| olicies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme)   |                                 |  |
| Information security policy   | Hard copy on application        |  |
| Records management policies (records retention, destruction and archive)  | Hard copy on application        |  |

|  |   |      |
|--|---|------|
| 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  |      |
|  |   |      |
| <b>Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)<br/>Current information only</b> |   |      |
| Seating, litter bins, memorials and lighting, dog bin, notice board, information board, mirror at glen crossroads  | Hard copy available on request                                      |      |
|  |   |      |
| <b>Additional Information</b>  |   |      |
| <b>Local businesses and Local Services Leaflets</b>  | Available on request and distributed through local outlets. Website | Free |

**Contact details:**

Website url: [www.slaley.org.uk](http://www.slaley.org.uk)

Parish Clerk: Patricia Wilson, Lawn House, Slaley, Hexham, NE47 0AS. Tel: 01434 673388.

E-mail: [patricia.wilson28@btinternet.com](mailto:patricia.wilson28@btinternet.com)

Councilors: **Chairman:** Dr. Ian C Hancock. Tel: 01434 673502. E-mail: [hancock@glenlodge.free-online.co.uk](mailto:hancock@glenlodge.free-online.co.uk)

**Vice-Chair:** Carolyn A Brooks. Tel 01434 673032. E-mail: [craig589@btinternet.com](mailto:craig589@btinternet.com)

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Slaley Newsheet contact: Carolyn A Brooks

## SCHEDULE OF CHARGES

| TYPE OF CHARGE    | DESCRIPTION                                    | BASIS OF CHARGE                                   |
|-------------------|--|---|
| Disbursement cost | Photocopying @10p per sheet<br>(black & white) | Actual cost *                                     |
| Postage           |  | * Actual cost of Royal Mail<br>standard 2nd class |
| Statutory Fee     | N/A  |   |

\* the actual cost incurred by the Parish Council