

Information available from Slaley 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>		
<p>Who's who on the Council</p>	<p>Website, Slaley News Hard copy on application</p>	<p>10p 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>Website; Hard copy on application</p>	<p>10p sheet</p>
<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>		
<p>Annual return form and report by auditor</p>	<p>Village Hall noticeboard Hard copy on application</p>	<p>10p sheet</p>

Finalised budget	Hard copy on application Minutes. Annual Report booklet for May meeting	10p sheet
Precept	Website Hard copy on application	10p sheet
Borrowing Approval letter	Not applicable	
Financial Standing Orders and Regulations	For inspection on application	
Grants given and received	Minutes on Website Hard copy on application	10p sheet
List of current contracts awarded and value of contract	Minutes on Website	
Members' allowances and expenses	Minutes on Website	
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)		
Parish Plan (current plan and quarterly action plan updates)	Website. CD copies of PP 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. Minutes on Website	
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 Monthly in Slaley Newssheet	
Agendas of meetings (as above)	Parish Notice Board Hard copy on application	Free
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 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 sheet
Responses to consultation papers	Website Hard copy on application	10p sheet
Responses to planning applications	Minutes on Website Hard copy on application	10p 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	Can be consulted on application	

Policy statements		
<p>Policies and procedures for the provision of services and about the employment of staff:</p> <p>Internal policies relating to the delivery of services 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)</p>	Can be consulted on application	
Information security policy	Hard copy on application	
Records management policies (records retention, destruction and archive)	Hard copy on application	
Data protection policies	Hard copy on application	
Schedule of charges for the publication of information	Website Hard copy on application	
Class 6 – Lists and Registers		
Currently maintained lists and registers only		
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)		
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	

Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only		
Seating, litter bins, memorials and lighting, dog bin, notice board, information board, mirror at glen crossroads	Hard copy available on request	
Additional Information		
Local businesses and Local Services Leaflets	Available on request and distributed through local outlets. Website	Free
Monthly report on Parish Council activities in Slaley Newsheet	Distribution throughout the parish	Free

Contact details:

Website url: www.slaley.org.uk

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

E-mail: patricia.wilson28@btinternet.com

Councillors: Chairman: David Allsop. Tel: 01434 673686. E-mail: david@escrowagent.co.uk

Vice-Chair: Nigel Green. Tel 01434 673210. E-mail: n.green61@btinternet.com

Commemoration Hall Representative on Management Committee: N. Green

Dorothy M. Bell. Tel: 01434 676962. E-mail: mail@wendydarling.plus.com

E. Susan Dart. Tel: 01434 673240. E-mail: esdart@btinternet.com

Robbie W.H. Hutchinson. Tel: 01434 611968. E-mail: robbie.hutchinson@youngsrps.gov.uk

Slaley News sheet contact: Elaine I. Milburn. 01434 673258. Email: ellie625@hotmail.co.uk

SCHEDULE OF CHARGES

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

* the actual cost incurred by the public authority