

Information available from Murton 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>N.B. Councils should already be publishing as much information as possible about how they can be contacted.</p>	(hard copy and website)	10p Per sheet
Who's who on the Council and its Committees	Publication File/Booklet/Website	Free
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Publication File/Booklet/Website	Free
Location of main Council office and accessibility details	Publications/Booklet/ Website	Free
Staffing structure	Publication File/Website	Free

<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 and/or website)	
Annual return form and report by auditor	Publication File	Free
Finalised budget	Publication File	Free
Precept	Publication File	Free
Borrowing Approval letter	N/A	
Financial Standing Orders and Regulations	Publication File/Website	10p
Grants given and received	Publication File	Free
List of current contracts awarded and value of contract	Internal File	10p
Members allowances and expenses	Internal File/Website	10p
<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)	
Parish Plan (current and previous year as a minimum)	N/A	
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Newsletter/Website	Free
Quality status	Internal File	10p
Local charters drawn up in accordance with DCLG guidelines	Internal File	10p

<p>Class 4 – How we make decisions (Decision making processes and records of decisions)</p> <p>Current and previous council year as a minimum</p>	(hard copy or website)	
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Booklet/Website	Free
Agendas of meetings (as above)	Internal File/Website	10p
Minutes of meetings (as above) . nb this will exclude information that is properly regarded as private to the meeting.	Minutes File/Website	10p
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Internal File	10p
Responses to consultation papers	Internal File	10p
Responses to planning applications	Planning File	10p
Bye-laws	N/A	
<p>Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information only</p>	(hard copy or website)	
<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>	Publication File/Website	10p

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>	Publication File/Website	10p
Information security policy	Internal File	10p
Records management policies (records retention, destruction and archive)	Internal File	10p
Data protection policies	Internal File	10p
Schedule of charges (for the publication of information)	Publication File/Website	
Class 6 – Lists and Registers		
Currently maintained lists and registers only	(hard copy or website; some information may only be available by inspection)	
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	Internal File	
Assets Register	Publication File	10p
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)	Internal File	
Register of members' interests	Publication File	10p
Register of gifts and hospitality	Publication File	10p

<p>Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)</p> <p>Current information only</p>	<p>(hard copy or website; some information may only be available by inspection)</p>	
Allotments	Publication File	10p
Burial grounds and closed churchyards	Publication/Website	Free
Community centres and village halls	Publication/Website	Free
Parks, playing fields and recreational facilities	Internal File/Website	
Seating, litter bins, clocks, memorials and lighting	Internal File	10p
Bus shelters	N/A	
Markets	N/A	
Public conveniences	N/A	
Agency agreements	Internal File	10p
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Publication/Website	Free
<p>Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above</p>		



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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 @10 p per sheet (black & white)	Cost paper/printing
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		The appropriate cost limit for a request is £600 for central government and £450 for other public authorities.
Other		



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