

Information available from Newcastle 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>	Notice board, website, local magazine.	
Who's who on the Council and its Committees	Website and Notice board, hard copy available	10p per sheet plus postage
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	As above	As above
Location of main Council office and accessibility details	n/a	
Staffing structure	n/a	
<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>	Website, notice board and hard copy	As above
Annual return form and report by auditor	Website, and hard copy	As above
Finalised budget	Website, notice board and Hardcopy Feb 2009	As above
Precept	Website, notice board and Hard copy	As above
Borrowing Approval letter	n/a	
Financial Standing Orders and Regulations	Website and hard copy	As above
Grants given and received	Inspection and hard copy	As above
List of current contracts awarded and value of contract	Not applicable at present	
Members' allowances and expenses	None given at present	
<p>Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)</p>		
Parish Plan (current and previous year as a minimum)	In preparation	
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Will be available after 2009 Annual Parish Meeting	As above

Quality status	Not applicable	
Local charters drawn up in accordance with DCLG guidelines	Not applicable	
Class 4 – How we make decisions (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)	Website, hardcopy and notice board	As above
Agendas of meetings (as above)	As above	
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	As above	As above
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Hard copy	As above
Responses to consultation papers	Hard copy	As above
Responses to planning applications	Hard copy	As above
Bye-laws	Not applicable	As above
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 Code of Conduct	Hard copy	As above
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 Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme)	Hard copy	As above
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Records management policies (records retention, destruction and archive)	Hard copy	As above
Data protection policies	Hard copy	As above

Schedule of charges for the publication of information)	Available on this document	
Class 6 – Lists and Registers	(hard copy or website; some information may only be available by inspection)	
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)	None held	
Assets Register	Hard copy, Website	As above
Register of members' interests	Held at SSDC, Hard copy, available from them	
Register of gifts and hospitality	Hard copy	As above
Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)	(hard copy or website; some information may only be available by inspection)	
Current information only		
Allotments	Not applicable	
Burial grounds and closed churchyards	Not applicable	
Community centres and village halls	Not applicable	
Parks, playing fields and recreational facilities	Not applicable	
Street Lighting	Inspection only	
Bus shelters	Not applicable	
Markets	Not applicable	
Public conveniences	Not applicable	
Agency agreements	Not applicable	
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Not applicable	
Additional Information		
Correspondence relating to Section 137 grant applications	As above	As above

To request any hard copies of documents please write to the clerk detailing the information you require

Contact details:

Clerk to the Council:

Mrs P J Smith, Crossways, Newcastle, Craven Arms, Shropshire SY7 8QT

Tel: 01686 670890

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 @10p per sheet (black & white)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class