

Pelton Parish Council Publication Scheme

Information available from PELTON Parish Council under the Model Publication Scheme.

N.B. Where the web site is indicated, this will occur during 2017 / 18 as the web becomes operational. During this period, other methods have been listed.

Information to be published	How the information can be obtained	Cost
Class1 - Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only	Web site – All current Hard copy Contact details on Noticeboards	All free
Chairman of the Council	request to Clerk, newsletter & Web	
The Parish Trustees – not applicable to PPC	N/A	
Who's who on the Council and Committees	request to Clerk & Web	
Contact details of Members and Clerk (named contacts where possible with telephone number and email address (if used))	Hardcopy & Web Notice boards (laminated)	
Staff arrangements	Request to Clerk	
Location of main Council office and accessibility details	Notice boards, web, office door and in Community Centres	

Class 2 – What we spend and how we spend it (Financial information relating to projected and actual income and expenditure and financial audit) Current and previous financial year as a minimum	Hard copy Current year on Notice Board after Audit and for public inspection	All free
Precept	Hard copy & web	
Auditor's Annual Return Form	Hard copy & web	
Auditor's annual report	Hard copy & web	
Financial Standing Orders and Regulations	Hard copy & web	
Approved annual budget	Hard copy & web	
Grants given and received	Hard copy & web	
Borrowing approval letter – not applicable to PPC	N/A	
List of current contracts awarded and value	Hard copy & web	
Members allowances and expenses – not applicable to PPC		
N.B Members voted NOT to receive any allowance for Council Duties and only rarely do any claim petrol expenses for meetings outside the parish.		
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews) Current and previous year as a minimum	(Hard copy or arrangements to view)	All free
Audited accounts	Hard copy or web	
Business Plan -current and previous years	Hard copy or web	
Annual report to the Parish Meeting current and previous years	Hard copy & web	
Quality Gold Award	Hard copy & web	
Local charters drawn up in accordance with DCLG guidelines – not applicable to PPC	Web	

Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council years	(Hard copy & web)	All free
Timetable of meetings (Council, Committees, Annual Parish Meeting)	notice board & web	
Agendas of meetings (Parish Meeting and Committee Meetings)	notice boards & web	
Minutes of meetings (as above) – n.b. this will exclude information that is properly regarded as private to the meeting.	notice boards & web	
Reports presented to Council meetings (excluding private business)	Hard copy & Web	
Responses to consultation papers	Hard copy & Web	
Responses to planning applications	Hard copy & Web	
Byelaws – not applicable to PPC	N/A	
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only required	Hard copy & web	All free
Policies and procedures for the conduct of business by the Parish Council:- Procedural standing orders Terms of reference of Committees Code of Conduct Other Policies and procedures Delegated authority in respect of officers – not applicable to PPC Policy statements – not applicable to PPC	Hard copy & Web Hard copy & Web Hard copy & Web Hard copy & Web	
Policies and procedures for the provision of services and about the employment of staff:- - Equality and diversity policy		

- Health and Safety policy - Recruitment policies - Policies and procedures for handling requests for information - Internal policies about the delivery of services - Records management policy - Data Protection and Information Security policies - Schedule of Charges for the publication of information – not applicable to PPC - Complaints Procedure including those covering requests for information and operating the publication scheme	All policies and procedures are on the council website	
Class 6 – Lists and Registers (Currently maintained lists and registers only)	(Hard copy, or arrangements to view)	All free
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice) – not applicable to PPC	N/A	
Assets Register	Hard copy & web	
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) - not applicable to PPC	N/A	
Register of Members' Interests	Hard copy, web and DCC website	
Register of Gifts and Hospitality	Hard copy & web	
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	Hard copy & web	All free
Allotments	Hard copy & web	
Burial Grounds and Closed Churchyards – not applicable to PPC	N/A	

Services for which the parish is entitled to recover a fee, together with those fees (eg. burial fees) – not applicable to PPC	N/A	
Litter picking	Hard copy	
Flower and shrub beds	Hard copy list	
Seating, litter bins and salt bins	Shown on Asset Register	
Community Centres and Village Halls – not applicable to PPC	N/A	
Parks, playing fields and recreational facilities	Hard copy and Web	
Clocks, memorials and lighting	Hard copy and web	
Bus shelters – not applicable to PPC	N/A	
Markets – not applicable to PPC	N/A	
Public conveniences – not applicable to PPC	N/A	
Agency agreements – not applicable to PPC	N/A	
Additional Information This will provide Parish Councils with the opportunity to publish information that is not itemised in the lists above		All free

Contact details for requests for information: Pelton Parish Council, Clerk to the Council, Council Office, Pelton Community Centre, Front Street, Pelton, Chester-le-Street, Co. Durham DH2 1DE

Email clerk@peltonparishcouncil.gov.uk **Web site** [Pelton Parish Council](http://www.peltonparishcouncil.gov.uk)

SCHEDULE OF CHARGES

This describes how the charges have been arrived at and should be published as part of the guide.

Under Minute 151 of 28.11.08, the Parish Council resolved not to charge for the provision of any Hard copy of documents requested.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 0p per sheet (black & white)	Actual cost *
	Photocopying @ 0p per sheet (colour)	Actual cost

	Postage	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

Author	Date	Adopted	Meeting	Review By
M Robinson Act. Clerk	22.06.17	28.06.2017	Full Council	End May 2021
J Dickinson	17.5.21	17.5.21	Annual Meeting	End May 2025
J Dickinson	26.3.25	26.3.25	Full Council	End May 2028