



## Publication scheme

**Website :** <https://westrainton.parish.durham.gov.uk>

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Information available from West Rainton and Leamside Parish Council under the Freedom of Information Act model publication scheme.

This template guide covers only information we currently hold. If we do not hold some of the information listed below, we will mark it as 'not held' in the table.

<b>Information to be published</b>	<b>How the information can be obtained</b>	<b>Cost</b>
<p><b>Class 1 - Who we are and what we do</b>            (Organisational information, structures, locations and contacts)            Current information only</p>		
List of Council members.	Website	Online- Free
Postal and email address Contact details for Parish Clerk and Council members Where possible, provide named contacts including contact phone numbers and email addresses	Website	Online- Free
Location of main Council address and accessibility details	Website	Online- Free
<p><b>Class 2 – What we spend and how we spend it</b>            (Financial information about projected and actual income and expenditure, procurement, contracts and financial audit)            Current and previous financial year as a minimum</p>		

Statement of accounts and internal audit report in the format included in the Annual Return form	Website	Online- Free
Finalised budget	Website	Online- Free
Precept	Website	Online- Free
All items of expenditure above £100	Website	Online- Free
Financial Standing Orders and Regulations	Website	Online- Free
Grants given and received	Website	Online- Free
<p><b>Class 3 – What our priorities are and how we are doing</b>  (Strategies and plans, performance indicators, audits, inspections and reviews)  Current and previous year as a minimum</p>		
Annual governance statement in format included in the Annual Return form	Website	Online- Free
Parish Plan	Website	Online- Free
Annual Report to Parish or Community Meeting	Website	Online- Free
<p><b>Class 4 – How we make decisions</b>  (Decision making processes and records of decisions)  Current and previous council year as a minimum</p>		
Timetable of meetings (Council and parish meetings)	Website & Noticeboard	Online- Free
Agendas of meetings (as above)	Website & Noticeboard (Current only)	Online- Free
Minutes of meetings (as above) – exclude material that is properly considered to be exempt from disclosure	Website	Online- Free
Reports presented to council meetings – exclude material that is	Website	Online- Free

properly considered to be exempt from disclosure		
Responses to planning applications	Website	Online- Free
<p><b>Class 5 – Our policies and procedures</b>  (Current written protocols, policies and procedures for delivering our services and responsibilities)  Current information only</p>		
Policies and procedures for the conduct of Council business: <ul style="list-style-type: none"> <li>• Procedural standing orders</li> <li>• Delegated authority in respect of officers</li> <li>• Code of Conduct</li> <li>• Policy statements</li> </ul>	Website	Online- Free
Policies and procedures for the provision of services and about the employment of staff: <ul style="list-style-type: none"> <li>• Internal instructions to staff and policies relating to the delivery of services</li> <li>• Diversity statement</li> <li>• Health and safety policy (Not required)</li> <li>• Councillor recruitment policies and details of current vacancies</li> <li>• Policies and procedures for handling requests for information</li> <li>• Complaints procedure</li> </ul>	Website	Online- Free
Records management, personal data and access to information policies  Include information security policies, records retention, destruction and archive policies, and data protection (including data sharing) policies	Website	Online- Free
<p><b>Class 6 – Lists and Registers</b>  Currently maintained lists and registers only.</p>		

Assets register, including details of public land and building assets	Website	Online- Free
Register of members' interests	Website& DCC Website	Online- Free
<p><b>Class 7 – The services we offer</b></p> <p>(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)</p> <p>Current information only</p>		
Burial grounds	Website	Online- Free
Services for which we are entitled to recover a fee and details of those fees (eg burial fees)	Website	Online- Free

## Schedule of charges

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
<b>Disbursement cost</b>	Photocopying @ 50p per sheet (black & white or colour)	Cost of paper and printing
	Printing @ 50p per sheet (black & white or colour)	Cost of paper and printing
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class