



HAWTHORN PARISH COUNCIL

Publication scheme

Website : www.hawthornparish.co.uk

Clerk to the Council: Lesley Swinbank MBA, FSLCC

Springwell House, Spring Lane, Sedgefield Co. Durham. TS21 2HS

Tel. 01740 622429 / Email: clerk@hawthornparish.co.uk

Hawthorn Parish Council has a statutory duty to adopt and maintain a Publication Scheme which enables everyone to be able to access the Council's information . We have adopted this Scheme (July 2014) which lists all the available information and how it can be accessed together with any charges that could be incurred. Most of our information is readily available on the Councils website. In those instances where the information is not available from the website then you can make the request to the Parish Clerk for such to be sent to you.

Information	Where is the information?	Cost
Class1 - Who we are and what we do (Organisational information, structures, locations and contacts) Current information only	Website Noticeboard	Online Free: Hard copy 50p / Sheet
Who's who on the Council	Website	
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website	
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	Website	Hard copy 50p / sheet plus postage
Annual return form and report by auditor	Website	
Finalised budget	Website	
Precept	Website	
Financial Standing Orders and Regulations	Website	
Grants given and received	Website	
Class 3 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum	Website Minutes can also be viewed at the Community Centre	
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Previous minutes not on the website can be viewed at the Archives County hall, Durham	
Agendas of meetings (as above)		
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Website	Hard copy 50p / sheet plus postage
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Website	
Responses to consultation papers	Website	
Responses to planning applications	Website	

Class 4 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only		Hard copy 50p / sheet plus postage
Policies and procedures for the conduct of council business: Procedural standing orders Delegated authority in respect of officers Code of Conduct Policy statements	Website	
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 Recruitment policies (including current vacancies) Policies/ procedures for handling requests for information Complaints procedures (including those covering requests for information and operating this scheme)	Website	
Class 5 – Lists and Registers Currently maintained lists and registers only	Website	
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	Website	
Assets Register	Website	
Register of members' interests	Website	
Class 6 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only	Website	
Parks, playing fields and recreational facilities Seating, litter bins, clocks, memorials and lighting	Website	
Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above	Local Council Award Scheme Application On the website	
Class 6 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)	Website	

SCHEDULE OF CHARGES

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 50p /sheet	Cost of 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 Parliament and £450 for other public authorities	
	.When estimating the cost of compliance, the following is taken into consideration <ul style="list-style-type: none"> • Determining whether it holds the information requested • Locating the information • Retrieving such information or documents • The cost of staff time associated with these activities is currently calculated at £25 per hour. 	

Where the limit is not exceeded, the only charges that can be passed to the applicant are those associated with providing the information, for example photocopying and postage. These are collectively known as disbursements. * The actual cost incurred by the public authority you cannot take the time spent considering whether or not information is exempt from release into account when estimating the cost of compliance.