

Information available from Belmont Parish Council under the model publication scheme

Information to be published	How the information can be obtained	Cost
Class 1 – Who we are and what we do (Organisational information, structures, locations and contacts)	Parish Website	
Who's who on the Council and its Committees	Parish Website Hard Copy – Contact: Parish Clerk	Free to view 20p/sheet
Contact details for Parish Clerk	Parish Website Hard Copy – Contact: Parish Clerk	Free to view 20p/sheet
Contact details for Council Members	Parish Website Hard Copy – Contact: Parish Clerk	Free to view 20p/sheet
Location of main Council Office and accessibility details	Parish Website Hard Copy – Contact: Parish Clerk	Free to view 20p/sheet
Class 2 – What we spend and how we spend it (Financial information relating to project and actual income and expenditure, procurement, contracts and financial audit)	(hard copy or Belmont Library)	Cost
Current and previous financial year as a minimum		
Annual return form and report by auditors	Hard Copy – Contact: Parish Clerk	Free to view 20p/sheet
Finalised budget	Hard Copy – Contact: Parish Clerk	Free to view 20p/sheet
Precept	Hard Copy – Contact: Parish Clerk	Free to view 20p/sheet
Financial Regulations	Hard Copy – Contact: Parish Clerk	Free to view 20p/sheet
Grants given and received	Hard Copy – Contact: Parish Clerk	Free to view 10p/sheet
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)		Cost
Parish Plan		
Annual report to Parish or Community Meeting (current and previous year as a minimum)	(Minutes) Parish Website Hard Copy – Contact: Parish Clerk	Free to view 20p/sheet

Quality Status		
Class 4 – How we make decisions (Decision making processes and reports of decisions)		Cost
Current and previous council year as a minimum		
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Minutes. (Notice Boards and Parish Website) Hard Copy – Contact: Parish Clerk	Free to view 20p/sheet
Agendas of meetings (as above)	Parish Website Hard Copy – Contact: Parish Clerk	Free to view 20p/sheet
Minutes of Meetings (as above) – nb. this will exclude information that is properly regarded as private to the meeting.	Belmont Library, Parish Website Hard Copy – Contact: Parish Clerk	Free to view 20p/sheet
Reports presented to council meetings – nb. this will exclude information that is properly regarded as private to the meeting Some reports which contain personal or sensitive data will be excluded	Hard Copy – Contact: Parish Clerk	Free to view 20p/sheet
Responses to consultation papers	Hard Copy – Contact: Parish Clerk	Free to view 20p/sheet
Responses to planning applications	Hard Copy – Parish Office	Free to view 20p/sheet
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only	Parish Office	Cost
Hospitality and Gifts Policy	Hard Copy – Contact: Parish Clerk	
Internal policies relating to the delivery of services Health and safety policy Policies and procedures for handling requests for information	Hard Copy – Contact: Parish Clerk	
Complaints procedures (including those covering requests for information and operating the publication scheme)	Hard Copy – Contact: Parish Clerk	
Smoking Policy	Hard Copy – Contact: Parish Clerk	
Schedule of charges (for the publication of information)		

Class 6 – Lists and Registers Currently maintained lists and registers only	(hard copy website; some information may only be available by inspection)	Cost
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)		
Assets Register	Available by inspection only Contact: Parish Clerk	No copies
Register of members' interests	Available by inspection only Contact: Parish Clerk Parish Website	No copies
Register of gifts and hospitality	Available by inspection only Contact: Parish Clerk	No copies
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 or Belmont Library; some information may only be available by inspection)	Cost
Burial grounds – Belmont (closed churchyards – none)	Hard Copy – Contact: Parish Clerk	
Parks, playing fields and recreational facilities	Hard Copy – Contact: Parish Clerk	
Seating, litter bins, memorials and lighting (clocks – none)	Hard Copy – Contact: Parish Clerk	
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Available by inspection only Contact: Parish Clerk	
Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above.		

* an additional £1.00p fee and the appropriate postage and packing will be charged for these documents.

Contact details:- Belmont Parish Council
Belmont Community Centre
Sunderland Road
Gilesgate Moor
Durham
DH1 2LL

Clerk: Mrs S. Overton
Telephone: 0191 386 0664
Email: belmontpc@btconnect.com

Office Hours: 9:30 – 12:30 am, Monday to Friday

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 @ 20p per sheet (black & white)	Actual cost (B&W photocopy 65p), including officer time
	Photocopying @ 30p per sheet (colour)	Actual cost (colour photocopy 60p), including officer time
Postage	Postage 2 nd class Royal Mail	Actual cost of Royal Mail standard 2 nd class
Statutory Fee	None at this time	In accordance with the relevant legislation (quote the actual statute)

- the actual cost incurred by the public authority