

## Information available from Matfen Parish Council under the model publication scheme

Information to be published	How the information can be obtained	Cost
<p><b>Class 1 - Who we are and what we do</b>            Matfen Parish Council</p> <p>Mrs Mandy Senior, Clerk to the Council            Tel No: 01661 852277 or 07950 297634            Email: <a href="mailto:matfenparishcouncil@gmail.com">matfenparishcouncil@gmail.com</a>            Address: 7 Stonecroft, Horsley, Newcastle upon Tyne NE15 0AF</p>	<p>Website</p> <p>Hard/Emailed copy</p>	All documents will be provided free of charge
Who's who on the Council and its Committees	Website/Hard/Emailed copy	
Contact details for Parish Clerk and Council members (named contacts with telephone number and email address)	Website/Hard/Emailed copy	
Location of main Council office and accessibility details	Website/Hard/Emailed copy	
Staffing structure	Website/Hard/Emailed copy	
<p><b>Class 2 – What we spend and how we spend it</b></p> <p>Annual Governance and Accountability Report</p> <p>Current and Previous Financial Years</p>	<p>Website/Hard/Emailed copy</p>	
Annual return form and report by auditor	Website/Hard/Emailed copy	
Finalised budget	Hard/Emailed copy	
Precept	Hard/Emailed copy	

Borrowing Approval letter	N/A	All documents will be provided free of charge
Financial Standing Orders and Regulations	Hard/Emailed copy	
Grants given and received	Hard/Emailed copy	
List of current contracts awarded and value of contract	Hard/Emailed copy	
Members' allowances and expenses	N/A	
<b>Class 3 – What our priorities are and how we are doing</b>		
Parish Plan (current and previous year as a minimum)	N/A	
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Hard/Emailed copy Website	
Quality status	N/A	
Local charters drawn up in accordance with DCLG guidelines	Hard/Emailed copy	
<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions)		
Current and previous council year as a minimum	Hard/Emailed copy	
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Hard/Emailed copy Website	
Agendas of meetings (as above)	Hard/Emailed copy/ Website Notice Boards	
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Hard/Emailed copy/Website/Notice Boards	
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Hard/Emailed copy	
Responses to consultation papers	Hard/Emailed copy	
Responses to planning applications	Hard/Emailed copy/Website	
Bye-laws	N/A	

<p><b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information only</p>	Hard/Emailed copy	All documents will be provided free of charge
<p>Policies and procedures for the conduct of council business:</p> <p>Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements</p>	Hard/Emailed copy	
<p>Policies and procedures for the provision of services and about the employment of staff:</p> <p>Internal policies relating to the delivery of services Equality and diversity policy Health and safety policy Recruitment policies (including current vacancies) Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme)</p>	Hard/Emailed copy	
Information security policy	Hard/Emailed copy	
Records management policies (records retention, destruction and archive)	Hard/Emailed copy	
Data protection policies	Hard/Emailed copy	
Schedule of charges )for the publication of information)	Hard/Emailed copy	
<p><b>Class 6 – Lists and Registers</b> Currently maintained lists and registers only</p>	Hard/Emailed copy	
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	Hard/Emailed copy	

Assets Register	Hard/Emailed copy	All documents will be provided free of charge
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)	Hard/Emailed copy	
Register of members' interests	Hard/Emailed copy/NCC website	
Register of gifts and hospitality	N/A	
<b>Class 7 – The services we offer</b> (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)  Current information only	Hard/Emailed copy	
Allotments	N/A	
Burial grounds and closed churchyards	N/A	
Community centres and village halls	N/A	
Parks, playing fields and recreational facilities	Hard/Emailed copy	
Seating, litter bins, clocks, memorials and lighting	Hard/Emailed copy	
Bus shelters	Hard/Emailed copy	
Markets	N/A	
Public conveniences	Hard/Emailed copy	
Agency agreements	N/A	
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Hard/Emailed copy	

**CONTACT DETAILS:**

**Mrs Mandy Senior, Clerk to the Council,  
Matfen Parish Council,  
7 Stonecroft, Horsley,  
Newcastle upon Tyne NE15 0AF  
Tel No: 01661 852277  
Email: matfenparishcouncil@gmail.com**