

Information available from Gainford & Langton Parish Council under the Model Publication Scheme

Information to be published	How the information can be obtained	Cost
<p>Class 1 – Who we are and what we do</p> <p>(Organisational information, structures, locations and contacts)</p> <p>This information will be current only</p>	<p>Website, Parish News, council facebook page www.gainfordnet.org.uk/publications.php</p> <p>Further information from the Clerk</p> <p>Tele: 01388 835712</p> <p>gainfordlangton@aol.com</p>	Nil
Who's who on the Council and its Committees	Contact the Clerk, website www.gainfordnet.org.uk/publications.php	Nil
<p>Contact details for Parish Clerk and Council members (named contacts where possible)</p> <p>Possible with telephone number and email address (if used)</p>	Newsletters, Parish News, Website (www.gainford-langton.org) facebook	Nil
Location of main Council office and accessibility details	Contact the Clerk	Nil
Staffing structure	Contact the Clerk	Nil

<p>Class 2 – What we spend and how we spend it</p> <p>(Financial information relating to projected and actual income and expenditure,</p> <p>Procurement, contracts and financial audit)</p> <p>Annual return form and report by auditor</p> <p>Finalised budget</p> <p>Precept</p>	<p>All financial information is available from the council website - http://www.gainfordnet.org.uk/publications.php</p> <p>Hard copies of financial information is available from the Clerk (gainfordlangton@aol.com)</p>	<p>10p/Sheet</p>

Financial Standing Orders and Regulations	Council website http://www.gainfordnet.org.uk/publications.php Hard copies available from the Clerk	10p/Sheet
Grants given and received	Council website http://www.gainfordnet.org.uk/publications.php Hard copies available from the Clerk	10p/Sheet
List of current contracts awarded and value of the contract	Viewed by arrangement from the Clerk	
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)		
Parish Plan	Available to view/download from the Parish Council website http://www.gainfordnet.org.uk/publications.php	n/a
Quality Status	Not yet available	
Annual report to the Parish (current and previous year as a minimum)	Council website http://www.gainfordnet.org.uk/publications.php	Hard copy 10p/Sheet

	Hard copies available from the Clerk/download from Parish News	
Class 4 – How we make decisions (Decision making processes and records of decisions)		
Timetable of meetings (Council, any sub-committee meetings and Parish meetings)	Council website http://www.gainfordnet.org.uk/publications.php Hard copies available from the Clerk	10p/Sheet
Agendas of meetings (as above)	Council website http://www.gainfordnet.org.uk/publications.php Hard copies available from the Clerk/download from	Hard copy 10p/Sheet
Minutes of meetings (as above) – NB this will exclude information that is properly regarded as private to the meeting	Council website http://www.gainfordnet.org.uk/publications.php Hard copies available from the Clerk/download from	Hard copy 10p/Sheet
Reports presented to council meetings – NB this will exclude information that is properly regarded as private to the meeting	Council website http://www.gainfordnet.org.uk/publications.php Hard copies available from the Clerk/download from	Hard copy 10p/Sheet

Responses to consultation papers	Council website http://www.gainfordnet.org.uk/publications.php Hard copies available from the Clerk	10p/Sheet
Responses to planning applications	Council website http://www.gainfordnet.org.uk/publications.php Hard copies available from the Clerk	10p/Sheet
Bye-laws	Hard copies available from the Clerk	10p/sheet

Class 5 – Our Policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only	Council website http://www.gainfordnet.org.uk/publications.php Hard copies available from the Clerk	10p/sheet
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Policies and procedures for the conduct of council business: Procedural Standing Orders Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements	Council website http://www.gainfordnet.org.uk/publications.php Hard copies available from the Clerk	10p/sheet
Policies and procedures for the provision of services and about the employment of staff: Internal policies relating to the delivery of services Complaint procedures	Council website http://www.gainfordnet.org.uk/publications.php Hard copies available from the Clerk	10p/sheet
Class 6 – Lists and Registers Currently maintained lists and registers only		
Assets Register	Council website http://www.gainfordnet.org.uk/publications.php	
Register of members interest	Council website http://www.gainfordnet.org.uk/publications.php	

Register of gifts and hospitality	Council website http://www.gainfordnet.org.uk/publications.php	
Class 7 – The Service we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only	http://www.gainfordnet.org.uk/publications.php	

A summary of services for which the council is entitled to recover a fee, together with those fees	Litter picking, grass cutting	
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Contact details: Clerk to the Parish, Martin Clark, 66 Chestnut Court, Toft Hill, Bishop Auckland, DL14 0TQ

Tele: 01388 835712 Email: gainfordlangton@aol.com

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 @ 10p per sheet (back & white)	Actual cost
	Photocopying @ 25p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class

