

PUBLICATION SCHEME – UNDER THE FREEDOM OF INFORMATION ACT 2000
**Information available from MORPETH TOWN COUNCIL under the model
 publication scheme.**

| Information to be published | How the information can be obtained | Cost |
|---|---|---------------|
| Class1 - Who we are and what we do Organisational information Location of services provided by Morpeth Town Council Constitutional and legal governance | Hard copy, computerised copy by e-mail and/or website | 10p per sheet |
| Who's who on the Council and its Committees | Hard copy, computerised copy by e-mail and/or website | 10p per sheet |
| Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used)) | Hard copy, computerised copy by e-mail and/or website | 10p per sheet |
| Location of main Council office and accessibility details | Hard copy, computerised copy by e-mail and/or website | 10p per sheet |
| Staffing structure | Hard copy, computerised copy by e-mail and/or website | 10p per sheet |

| Class 2 – What we spend and how we spend it | | |
|---|---|---------------|
| Annual return form and report by auditor (internal & external) | Hard copy | 10p per sheet |
| Finalised budget | Hard copy | 10p per sheet |
| Precept | Hard copy | 10p per sheet |
| Borrowing Approval letter | NOT APPLICABLE | |
| Financial Standing Orders and Regulations | Hard copy | 10p per sheet |
| Grants given and received | Hard copy | 10p per sheet |
| List of current contracts awarded and value of contract | Hard copy | 10p per sheet |
| Members' allowances and expenses | NOT APPLICABLE | |
| Receipt/ Payment Books and Bank Statements | Hard Copy | 10p per sheet |
| VAT Records | Hard Copy | 10p per sheet |
| Financial Risk Assessments | Included in the Annual Audit Return. | 10p per sheet |
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| Class 3 – What our priorities are and how we are doing | | |
| Parish Plan | Hard copy, computerised copy by e-mail and/or website | 10p per sheet |
| Annual Report to the Annual Assembly Meeting (current and previous year as a minimum) | Hard copy, computerised copy by e-mail and/or website | 10p per sheet |
| Quality status | Hard Copy | 10p per sheet |
| Local charters drawn up in accordance with DCLG guidelines | NOT APPLICABLE | |
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| Class 4 – How we make decisions | | |
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| Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings) | Details of meetings posted on notice boards. Hard copy, computerised copy by e-mail and/or website | 10p per sheet |
| Agendas of meetings (as above) | Hard copy, computerised copy by e-mail and/or website | 10p per sheet |
| Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting. | Hard copy, computerised copy by e-mail and/or website | 10p per sheet |
| Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting. | Hard copy, computerised copy by e-mail and/or website | 10p per sheet |
| Responses to consultation papers including responses received by the public as part of consultations run by the council. | Hard copy or computerised copy by e-mail. | 10p per sheet |
| Responses to planning applications | Hard copy or computerised copy by e-mail. | 10p per sheet |
| Bye-laws | NOT APPLICABLE | |
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| Class 5 – Our policies and procedures | | |
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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 | Hard copy or computerised copy by e-mail. | 10p per sheet |
| 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, Job Descriptions and Terms & Conditions of employment (including current vacancies) Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme) | Hard copy or computerised copy by e-mail. | 10p per sheet |
| Information security policy | Hard copy or computerised copy by e-mail. | |
| Records management policies (records retention, destruction and archive) | Hard copy or computerised copy by e-mail. | |
| Data protection policies | Hard copy or computerised copy by e-mail. | |
| Schedule of charges (for the publication of information) | Hard copy. | |

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| Class 6 – Lists and Registers | | |
| Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice) | Hard Copy | 10p per sheet |
| Assets Register | Hard copy or computerised copy by e-mail. | 10p per sheet |
| 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) | NOT APPLICABLE | |
| Register of members' interests | Hard copy | 10p per sheet |
| Register of gifts and hospitality | Hard copy | 10p per sheet |
| Members' declaration of acceptance of office | Hard copy | 10p per sheet |
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| Class 7 – The services we offer | | |
| Allotments | NOT APPLICABLE | |
| Burial grounds and closed churchyards | NOT APPLICABLE | |
| Community centres and village halls Charge rates Booking Forms / Terms and conditions of hire. | Hard copy, computerised copy by e-mail and/or website | 10p per sheet |
| Parks, playing fields and recreational facilities Playground Safety Inspections | Hard copy, computerised copy by e-mail and/or website | 10p per sheet |
| Seating, litter bins, memorials and lighting | Hard copy, computerised copy by e-mail and/or website | 10p per sheet |

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|---|---|------------------------------|
| Bus shelters | Hard copy, computerised copy by e-mail and/or website | 10p per sheet |
| Markets | NOT APPLICABLE | |
| Public conveniences | Hard copy, computerised copy by e-mail and/or website | 10p per sheet |
| Agency agreements | NOT APPLICABLE | |
| Community Centre Booking Fees | Hard copy, computerised copy by e-mail and/or website | Free of charge upon request. |
| Town Cryer Publication | Hard copy, computerised copy by e-mail and/or website | Free of charge upon request |
| River Warden Services River Wildlife Activity report. | Hard Copy | 10p per sheet |
| Morpeth in Bloom Activities Competition Reports | Hard Copy and / or website | 10p per sheet |
| Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above | | |
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Contact details:

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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 (black & white) | Actual cost * Paper – 2p Photocopying – 2p Staff Time – 6p |
| | Photocopying @ 14p per sheet (colour) | Actual cost Paper 2p Photocopying – 6p Staff Time – 6p |
| | Postage | Actual cost of Royal Mail standard 2 nd class |
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| Other | | |
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* the actual cost incurred by the public authority