

**NEWTON BY THE SEA PARISH COUNCIL
FREEDOM OF INFORMATION ACT
INFORMATION AVAILABLE UNDER THE PUBLICATION SCHEME**

Information to be published	How the information can be obtained	Cost
Class 1 – Who are we and what do we do (Organisational information, structures, locations and contacts) This will be current information only. N.B. Councils should already be publishing as much information as possible about how they can be contacted.	Website and an all agendas and minutes.	-
Who’s who on the Council and its Committees	Hard copy from the Clerk Noticeboards and website	-
Contact details for Parish Clerk and Council members (names contacts where possible with telephone number and email address (if used)).	Hard copy from the Clerk and on the PC Website.	-
Location of main Council Office and accessibility details	The Council does not have an office but details of meetings are given on all agendas and minutes, and on the website	-
Staffing structure	The Parish Council employs only the Parish Clerk. Part time 4hrs/week.	-
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)		
Annual Return Form and report by internal auditor/external auditor	Hard copy from Clerk Pdf on website	10p sheet No charge for website copy.
Finalised budget	Hard copy from Clerk	10p sheet
Precept	Hard copy from Clerk	10p sheet
Borrowing approval letter	Not applicable	
Grants given and received	Hard copy from Clerk	10p sheet
List of current contracts awarded and value of contract	Hard copy from Clerk	10p sheet

Members allowances and expenses	Hard copy from Clerk	10p sheet
Class 3 – What our priorities area and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)		
Current and previous year as a minimum Parish Plan (Current)	Website	-
Annual report to the Parish Meeting (Current and previous year as a minimum)	Hard copy from Clerk Current year on website	10p sheet Pdf copy no charge.
Quality status	Not applicable	
Local Charters drawn up in accordance with DCLG guidelines	Not applicable	
Class 4 – How we make decisions (Decision making processes and records of decision)		
Current and previous year as a minimum.		
Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	Hard copy from Clerk Current and previous year on website	10p sheet Pdf copy no charge.
Agendas of meetings (as above)	Hard copy from Clerk Current and previous year on website	10p sheet Pdf copy no charge.
Minutes of meetings (as above) – n.b. this will exclude information that is properly regarded as private to the meeting.	Hard copy from Clerk Current and previous year on website	10p sheet Pdf copy no charge.
Reports presented to the council meetings – n.b. this will exclude information that is properly regarded as private to the meeting.	Hard copy from Clerk Current and previous year on website	10p sheet Pdf copy no charge.
Responses to consultation papers	Hard copy from Clerk	10p sheet.
Responses to planning applications	Hard copy from Clerk Attached to relevant application on Northumberland County Council Planning portal	10p sheet Pdf copy free of charge.

Bye-Laws	Not applicable	
<p>Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)</p>		
<p>Current information only. 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>	<p>Hard copy from Clerk</p>	<p>10p sheet.</p>
<p>Policies and procedures for the provision of services and about the employment of staff:</p> <p>Internal instructions to staff and 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>	<p>Hard copy from Clerk</p>	<p>10p sheet.</p>
<p>Information security policy</p>	<p>Hard copy from Clerk</p>	<p>10p sheet.</p>
<p>Records management policies (records retention, destruction and archive)</p>	<p>Hard copy from Clerk</p>	<p>10p sheet.</p>
<p>Data protection policies</p>	<p>Hard copy from Clerk</p>	<p>10p sheet.</p>
<p>Schedule of charges (for the publication of information)</p>	<p>Hard copy from Clerk Copy on website</p>	<p>10p sheet. Pdf copy no charge.</p>

<p>Class 6 – Lists and Registers</p> <p>Currently maintained lists and registers only.</p> <p>Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice).</p>		
Assets register	Hard copy from Clerk	10p 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 from the Clerk	10p sheet
Register of gifts and hospitality	Hard copy from Clerk	10p sheet.
<p>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.</p>		
Allotments	Not applicable	
Burial grounds and closed churchyards	Hard copy from the Clerk	10p sheet
Community centres and village halls	Not applicable	
Parks, playing fields and recreational facilities	Not applicable	
Seating, litter bins, clocks, memorials, lighting.	Hard copy from the Clerk	10p sheet
Bus shelters	Hard copy from the Clerk	10p sheet
Markets	Not applicable	
Public conveniences	Not applicable	
Agency agreements	Not applicable	
Services for which the council is entitled to recover a fee, together with those fees (e.g.burial fees).	Hard copy from the Clerk	10p sheet.
<p>ADDITIONAL INFORMATION This will provide Councils with the opportunity to publish information that is not itemised in the lists above.</p>		

Contact Details

Parish Clerk: Mrs Jan Anderson, 16 The Village, Newton on the Moor, Morpeth, Northumberland, NE65 9JY

T. 07775060430 **Email:** clerk.newtonbytheseapc@gmail.com **W.** <https://northumberlandparishes.uk/newton-by-the-sea/node/3>

Parish Council Noticeboard locations:

High Newton Bus stop

Wall of Doxford Hall

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 sheet	Actual cost
	Postage	Actual cost of Royal Mail standard 2nd class post or as requested.
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)
Other	Viewing information @ £12 per hour	Actual cost.