

Information available from (*Greenhead Parish Council*) under the Freedom of Information Act model publication scheme

This template guide covers only information we currently hold. If we do not hold some of the information listed below, we will mark it as 'not held' in the table.

Information to be published	How the information can be obtained	Cost
Class 1 - Who we are and what we do		
Parish Council	Website www.greenhead-pc.gov.uk	N/A
List of Council members and their responsibilities as well a list of Council Committees Details of any representation on local public bodies	Website Northumberland County Council website where declarations of Interest are held Parish council - Greenhead - Northumberland County Council	
Postal and email address Contact details for Parish Clerk and Council members Where possible, provide named contacts including contact phone numbers and email addresses	Website and notice board	
Location of main Council office and accessibility details	Website	
Staffing structure	Emails clerk clerk@greenhead-pc.gov.uk	
Class 2 – What we spend and how we spend it		
(Financial information about projected and actual income and expenditure, procurement, contracts and financial audit) Current and previous financial year as a minimum	Hard copy on request Bi-monthly reports are on website	See below

Statement of accounts and internal audit report in the format included in the Annual Return form	Hard copy on request AGAR published on website end of May.	See below
Finalised budget	Hard copy on request Website end of January	See below
Precept	Hard copy on request Jan minutes with precept decision on website by end of Jan	See below
Borrowing Approval letter	Not Held	
All items of expenditure above £100	In accounts on website Hard copy on request	See below
Financial Standing Orders and Regulations	Hard copy on request Website – annually reviewed	See below
Grants given and received	Hard copy on request Website	See below
List of current contracts awarded and value of contract	Not Held	
Members' allowances and expenses	N/A	
Class 3 – What our priorities are and how we are doing		
(Strategies and plans, performance indicators, audits, inspections and reviews) Current and previous year as a minimum	Not Held	
Annual governance statement in format included in the Annual Return form	Hard copy on request AGAR published on website end of May.	See below
Parish Plan	N/A	
Annual Report to Parish or Community Meeting	Hard copy on request On website as part of Annual Parish minutes in May	See below
Quality status	N/A	
Local charters drawn up in accordance with DLUHC's guidelines	Not Held	
Data Protection impact assessments (in full or summary format) or any other impact assessment (eg Health & Safety Impact Assessment, Equality Impact Assessments etc), as appropriate and relevant	Hard copy on request	See below
Class 4 – How we make decisions		
(Decision making processes and records of decisions) Current and previous council year as a minimum	Held in Minutes Hard copy on request On website	See below
Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	Website and noticeboards	
Agendas of meetings (as above)	Hard copy on request Website and noticeboards	See below

Minutes of meetings (as above) – exclude material that is properly considered to be exempt from disclosure	As Above	
Reports presented to council meetings – exclude material that is properly considered to be exempt from disclosure	Website as appendices to minutes	
Responses to consultation papers	Within minutes	
Responses to planning applications	Within minutes	
Bye-laws	Not Held	
Class 5 – Our policies and procedures		
(Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only	Hard copy on request On website	See below
Policies and procedures for the conduct of Council business: <ul style="list-style-type: none"> • Procedural standing orders • Committee and sub-committee terms of reference • Delegated authority in respect of officers • Code of Conduct • Policy statements 	Hard copy on request On website	See below
Policies and procedures for the provision of services and about the employment of staff: <ul style="list-style-type: none"> • Internal instructions to staff and policies relating to the delivery of services • Equality and diversity policy • Health and safety policy • Recruitment policies and details of 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 on request On website	See below
Records management, personal data and access to information policies Include information security policies, records retention, destruction and archive policies, and data protection (including data sharing and CCTV usage) policies	N/A	
Class 6 – Lists and Registers		
Currently maintained lists and registers only.	Hard copy on request On website	See below
Information legally required to hold in publicly available registers (in most circumstances existing access provisions will suffice)		
Assets register, including details of public land and building assets	Hard copy on request On website	See below
Disclosure log indicating the information provided in response to FOIA and EIR requests. These are recommended as good practice		
Register of members' interests	Northumberland County Council website	

	Parish council - Greenhead - Northumberland County Council	
Register of gifts and hospitality	N/A	
Class 7 – The services we offer		
(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)	Not Held	
Current information only		
Allotments	Haltwhistle & District Joint Burial Committee website: www.northumberlandparishes.uk/haltwhistleanddistrictjointburialcommittee	
Burial grounds and closed churchyards	As Above	
Community centres and village halls	N/A	
Parks, playing fields and recreational facilities		
Seating, litter bins, clocks, memorials and lighting		
Bus shelters		
Markets	N/A	
Public conveniences	N/A	
Agency agreements	N/A	
Services for which we are entitled to recover a fee and details of those fees (eg burial fees)	N/A	
Additional Information		
Information not itemised in the lists above		

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
	Photocopying @ £.50 per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee	£25 per hour if more than 18 hours of work	In accordance with the relevant legislation Freedom of Information Act 2000