

PUBLICATION SCHEME for NEWTON on the MOOR & SWARLAND PARISH COUNCIL

Freedom of Information Act 2000. Environmental Information Regulations 2004. Transparency Code for Smaller Authorities 2014

This publication scheme has been adopted by Newton on the Moor and Swarland Parish Council to let everyone know what information, which is held by the parish council, is available to the public. The scheme covers what is available routinely on our parish council website, what can be made available on request, and what is held by other bodies on our behalf.

Some of the council's activities are carried out via committees or other groups:

- The management of Vyner Park (including the pavilion, allotments, sports facilities etc) is the responsibility of a separate charity, of which the parish council is the managing trustee. The papers relating to the meetings of the VP committee are included in this publication scheme, but not 'commercial sensitive' information.
- The affairs of the three community charities themselves (ie Swarland Village Hall, Newton on the Moor Jubilee Hall, and Vyner Park Charity) are not part of this publication scheme.
- The parish council's activities regarding climate change are conducted via a community group of volunteers SNAC (Swarland and Newton Action on Climate) under the umbrella of the parish council. Minutes and news items regarding SNAC may be accessed on SNAC's own website. [Swarland and Newton Action on Climate \(snac.online\)](http://swarlandandnewtonactiononclimate.org.uk)
- A committee consisting of community volunteers and parish councillors is preparing a Neighbourhood Plan for the parish. The minutes of the committee's meetings, and news items, are published on the parish council website.
- The parish council is one of three councils which, together, manage the cemetery and the war memorial ground in Felton. The affairs of the Felton Cemetery Joint Committee are administered by Felton Parish Council, and information relating to that committee is published on the Felton PC website [Northumberland Association of Local Councils | Felton Parish Council \(northumberlandparishes.uk\)](http://northumberlandassociationoflocalcouncils.org.uk/felton-parish-council)

Information Available on the Website [Newton on the Moor and Swarland Parish Council – Northumberland, England \(newtonswarlandpc.org.uk\)](http://newtonswarlandpc.org.uk)

1. Members of the Council and its Committees – (also on all notice boards)
2. Contact details for Parish Clerk and Council Members – (also on all noticeboards)

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3. Location of Council Office - (also on all notice boards)
4. Agendas, Minutes of Council and Committee Meetings - limited to the last two years. Older papers are available in the Northumberland Archives.
5. Council's Annual Report to the Parish Meeting – reported in the minutes of the meeting
6. Procedural Standing Orders.
7. Members' Declaration of Acceptance of Office.
8. Members' Register of Interests (available on Northumberland County Council website). [Parish council - Newton-on-the-Moor and Swarland - Northumberland County Council \(moderngov.co.uk\)](http://www.moderngov.co.uk/parish-council-newton-on-the-moor-and-swarland-northumberland-county-council)
9. Responses to planning applications (available on County Council Planning Portal) [Simple Search \(northumberland.gov.uk\)](http://www.northumberland.gov.uk/SimpleSearch)
10. Annual Governance and Accountability Return form, including governance statement, accounting statement, internal auditor report, external auditor report, explanation of variances, assets register and bank reconciliation
11. Budget details and Precept request – in minutes of council meeting, c November-January each year
12. Allotments:- Standard Tenancy Agreements.

Held as hard copy only, by the Parish Council:

1. Terms and conditions of employment. Job description of the Clerk.
2. Receipt / Payment Books, Receipt Books of all kinds, Bank Statements from all accounts – limited to the last financial year.
3. VAT reclaims– limited to the last financial year.

All of the above information is available in hard copy on request by prior appointment (unless otherwise stated) at a charge of 50p per sheet or free via email (where applicable) from the Clerk to the Council, 16 Newton on the Moor, Morpeth, NE65 9JY Tel. 07775060430

In addition, should requests result in obtaining information from archive a charge of £15 per hour plus expenses to be made. More complex requests for information will incur a fee to cover the Parish Clerk's hourly pay rate which will be agreed between

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both parties before information is provided. Other information may be made available on request with the agreement of the Parish Council. Please note that there are various statutory and discretionary exemptions within the Fol Act, such that most but not not all information is available to the public.