

Information available from Shildon Town 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 (Organisational information, structures, locations and contacts)</p> <p>This will be current information only</p>		
Who's who on the Council and its Committees	Website Hard copy – contact Council Offices	Free 5p per page
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website Hard copy – contact Council Offices	Free 5p per page
Location of main Council office and accessibility details	Website Hard copy – contact Council Offices	Free 5p per page
Staffing structure	Website Hard copy – contact Council Offices	Free 5p per page

Democratic Structure	Website Hard copy – contact Council Offices	Free 5p per page
Class 2 – What we spend and how we spend it (Financial information relating to projected and actual income and expenditure and financial audit) Current and previous financial year as a minimum		
Annual return form and report by auditor	Website Hard copy – contact Council Offices	Free 5p per page
Finalised budget	Website Hard copy – contact Council Offices	Free 5p per page
Precept	Website Hard copy – contact Council Offices	Free 5p per page
Borrowing Approval letter	Hard copy – contact Council Offices	5p per page
Financial Standing Orders and Regulations	Website Hard copy – contact Council Offices	Free 5p per page
Grants given and received	Hard copy – contact Council Offices	5p per page
List of current contracts awarded and value of contract	Hard copy – contact Council Offices	5p per page
Members' allowances and expenses		

Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)		
Parish Plan (current and previous year as a minimum)		
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Website Hard copy – contact Council Offices	Free 5p per page
Quality status	Website Hard copy – contact Council Offices	Free 5p per page
Local charters drawn up in accordance with DCLG guidelines	Hard copy – contact Council Offices	5p per page
Class 4 – How we make decisions (Decision making processes and records of decisions)		
Current and previous council year as a minimum		
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Website Hard copy – contact Council Offices	Free 5p per page
Agendas of meetings (as above)	Hard copy – contact Council Offices	5p per page
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Website Hard copy – contact Council Offices	Free 5p per page

Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Hard copy – contact Council Offices	5p per page
Responses to consultation papers	Hard copy – contact Council Offices	5p per page
Responses to planning applications	Website Hard copy – contact Council Offices	Free 5p per page
Bye-laws		
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only		
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	Website Hard copy – contact Council Offices	Free 5p per page
Policies and procedures for the provision of services and about the employment of staff: Internal policies relating to the delivery of services	Website Hard copy – contact Council Offices Hard copy – contact	Free 5p per page 5p per

<p>Equality and diversity policy</p> <p>Health and safety policy</p> <p>Recruitment policies (including current vacancies)</p> <p>Policies and procedures for handling requests for information</p> <p>Complaints procedures (including those covering requests for information and operating the publication scheme)</p>	Council Offices	page
Information security policy		
Records management policies (records retention, destruction and archive)		
Data protection policies	<p>Website</p> <p>Hard copy – contact Council Offices</p>	<p>Free</p> <p>5p per page</p>
Schedule of charges (for the publication of information)	See below	
<p>Class 6 – Lists and Registers</p> <p>Currently maintained lists and registers only</p>	(hard copy or website; some information may only be available by inspection)	
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)		
Assets Register	<p>Hard copy – contact Council Offices</p>	<p>5p per page</p>
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)		
Register of members' interests	<p>Hard copy – contact Council Offices</p>	<p>5p per page</p>
Register of gifts and hospitality	<p>Hard copy – contact Council Offices</p>	<p>5p per page</p>

<p>Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)</p> <p>Current information only</p>	<p>(hard copy or website; some information may only be available by inspection)</p>	
<p>Allotments</p>	<p>Website Hard copy – contact Council Offices</p>	<p>Free 5p per page</p>
<p>Burial grounds and closed churchyards</p>	<p>Website Hard copy – contact Council Offices</p>	<p>Free 5p per page</p>
<p>Community centres and village halls</p>	<p>Website Hard copy – contact Council Offices</p>	<p>Free 5p per page</p>
<p>Parks, playing fields and recreational facilities</p>	<p>Website Hard copy – contact Council Offices</p>	<p>Free 5p per page</p>
<p>Seating, litter bins, clocks, memorials and lighting</p>	<p>Hard copy – contact Council Offices</p>	<p>5p per page</p>
<p>Bus shelters</p>	<p>Hard copy – contact Council Offices</p>	<p>5p per page</p>
<p>Markets</p>		
<p>Public conveniences</p>	<p>Website Hard copy – contact Council Offices</p>	<p>Free 5p per page</p>
<p>Agency agreements</p>		
<p>A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)</p>	<p>Hard copy – contact Council Offices</p>	<p>5p per page</p>

Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above		
Town Council Newsletter	Website Hard copy – contact Council Offices	Free 5p per page

Contact details:

Shildon Town Council
Council Offices
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Shildon
Co Durham
DL4 1AH

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Fax 01388- 775227
E-mail council@shildon.gov.uk
Website www.shildon.gov.uk

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 @ 5p per sheet (black & white)	Actual cost *
	Photocopying @ 10p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)
Other		

* the actual cost incurred by the public authority