

## Information available from Shildon Town Council under the model publication scheme

Information to be published	How the information can be obtained	Cost
<p><b>Class 1 - Who we are and what we do</b>            (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
<b>Class 2 – What we spend and how we spend it</b> (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		

<b>Class 3 – What our priorities are and how we are doing</b> (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
<b>Class 4 – How we make decisions</b> (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		
<b>Class 5 – Our policies and procedures</b> (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	Free 5p per page

<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>		
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><b>Class 6 – Lists and Registers</b></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><b>Class 7 – The services we offer</b>        (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>

<b>Additional Information</b> 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**  
**Civic Hall Square**  
**Shildon**  
**Co Durham**  
**DL4 1AH**

**Telephone 01388-77256**  
**Fax 01388- 775227**  
**E-mail [council@shildon.gov.uk](mailto:council@shildon.gov.uk)**  
**Website [www.shildon.gov.uk](http://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.

<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b>BASIS OF CHARGE</b>
<b>Disbursement cost</b>	Photocopying @ 5p per sheet (black & white)	Actual cost *
	Photocopying @ 10p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Statutory Fee</b>		In accordance with the relevant legislation (quote the actual statute)
<b>Other</b>		

\* the actual cost incurred by the public authority