

## FRAMWELLGATE MOOR PARISH COUNCIL

This scheme was adopted by the Council at its meeting on 7<sup>th</sup> January 2015

### Freedom of Information Publication Scheme

Information available from Framwellgate Moor Parish Council under the model Publication Scheme

<b>Information to be published</b>	<b>How the information can be obtained</b>	<b>Cost</b>
<b>Class1 - Who we are and what we do</b>		
Who's who on the Council and it's Committees	Hard copy - contact Clerk Website	10p/sheet Free
Contact details for Parish Clerk and Council Members	Hard copy – contact Clerk Website	10p/sheet Free
Location of main Council Office and accessibility details	Contact Clerk	Free
Staffing Structure	Contact Clerk	Free

<b>Class 2 – What we spend and how we spend it</b>		
Precept	Inspection by appointment Hard copy – contact Clerk	Free 10p/sheet
Financial Regulations and Standing Orders	Inspection by appointment Hard copy – contact Website	Free 10p/sheet Free
Annual Return and External Audit Report	Inspection by appointment Hard copy – contact Clerk	Free 10p/sheet
Internal Auditor's Annual Report	Inspection by appointment Hard copy – contact Clerk	Free 10p/sheet
Section 137 Donations	Inspection by appointment Hard copy – contact Clerk	Free 10p/sheet
<b>Class 3 – What our priorities are and how we are doing</b>		
Annual Report	Inspection by appointment Hard copy - Contact Clerk Website	Free 10p/sheet Free

<b>Class 4 – How we make decisions</b>		
Schedule of Council Meetings and Agendas	Inspection by appointment Hard copy – contact Clerk Website	Free 10p/sheet Free
Minutes of Council Meetings (This will exclude information that is properly regarded as private to the meeting)	Inspection by appointment Hard copy – contact Clerk Website	Free 10p/sheet Free
Reports of Council Meetings (This will exclude information that is properly regarded as private to the meeting)	Inspection by appointment Hard copy – contact Clerk Website	Fre 10p/sheet Free
Responses to consultation papers	Inspection by appointment Hard copy – contact Clerk	Free 10p/sheet
Responses to planning applications	Inspection by appointment Hard copy – contact Clerk	Free 10p/sheet
<b>Class 5 – Our policies and procedures</b>		
Policies and procedures for the conduct of Council business: <ul style="list-style-type: none"> <li>• Standing Orders</li> <li>• Terms of Reference</li> <li>• Financial Regulations</li> </ul>	Inspection by appointment Website Hard copy – contact Clerk	Free Free 10p/sheet

<ul style="list-style-type: none"> <li>• Code of Conduct</li> <li>• Policy Statements</li> </ul>		
Policies and procedures for the provision of services and the employment of staff:	Inspection by appointment Website Hard copy – contact Clerk	Free Free 10p/sheet
<b>Class 6 – Lists and Registers</b>		
Any publicly available register or list	Inspection by appointment Hard copy – contact Clerk	Free 10p/sheet
Assets Register	Inspection by appointment Hard copy – contact Clerk	Free 10p/sheet
Register of Members' Interests	Inspection by appointment Hard copy – contact Clerk Website	Free 10p/sheet Free
<b>Class 7 – The services we offer</b>		
Football Pitch	Contact Clerk	Free

### Contact

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 Clerk to the Council

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### **SCHEDULE OF CHARGES**

Photocopying	10p per sheet (black & white)
Postage	Actual cost of Royal Mail 2nd class postage
Statutory Fees	In accordance with The Freedom of Information and Data Protection (Appropriate Limit and Fees) Regulations 2004