

Haswell Parish Council



HASWELL PARISH COUNCIL

PUBLICATION SCHEME

Date Reviewed: May 2023
Reviewed by: Janet Wainwright - Clerk
Ratified by: Full Council , May 2017

Contact Details.

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Haswell Parish Council has a statutory duty to adopt and maintain a Publication Scheme which enables everyone to be able to access the Council's information. We have adopted this Scheme (May 2017) which lists all the available information and how it can be accessed together with any charges that could be incurred. Most of our information is readily available on the Council's website. In those instances where the information is not available from the website then you can make the request to the Parish Clerk for such to be sent to you

Information	Where is the information?	Cost
Class1 - Who we are and what we do (Organisational information, structures, locations and contacts) Current information only	Website	Online Free: Hard copy 50p / Sheet
Who’s who on the Council	Website	
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website	
Class 2 – What we spend and how we spend it Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit		Online Free: Hard copy 50p / sheet plus postage
Annual return form and report by auditor	Website	
Finalised budget	Minutes – Website	
Precept	Minutes – Website	
Financial Standing Orders and Regulations	Website	
Grants given and received	Minutes - Website	
Class 3 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum		
Timetable of meetings (Council, Parish Meetings) Agendas of meetings (as above)	Website Noticeboard	
Minutes of meetings	Website Minutes can also be viewed at the Parish Office Previous minutes not on the website can be viewed at the Parish Office or Archives County Hall, Durham	

Information	Where is the information?	Cost
Class 4 – 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 Delegated authority in respect of officers Code of Conduct	Website	Online Free: Hard copy 50p / sheet plus postage
Policies and procedures for the provision of services and about the employment of staff: Equality and diversity policy Health and safety policy Policies/ procedures for handling requests for information Complaints procedures (including those covering requests for information and operating this scheme)	Website / Parish Office	
Class 5 – Lists and Registers		
Currently maintained lists and registers only	Parish Office	
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	Website/ Parish Office	
Assets Register	Parish Office	
Register of members’ interests	Website	
Class 6 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only		
Parks, playing fields and recreational facilities	Website	
Additional Information Publication of any item that is not itemised in the lists above	Website	