

Information available Sacriston Parish Council under the Freedom of Information Act model publication scheme

This template guide covers only information we currently hold. If we do not hold some of the information listed below, we will mark it as 'not held' in the table.

Information to be published	How the information can be obtained	Cost
Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts) Current information only	Hard copy Website	Printed and postage costs as per schedule of charges. Free
List of Council members and their responsibilities as well a list of Council Committees Details of any representation on local public bodies	Website	Free
Postal and email address Contact details for Parish Clerk and Council members Where possible, provide named contacts including contact phone numbers and email addresses	Website	Free
Location of main Council office and accessibility details	Website	Free
Staffing structure	Website	Free

Class 2 – What we spend and how we spend it (Financial information about projected and actual income and expenditure, procurement, contracts and financial audit) Current and previous financial year as a minimum	Website Accounts in hard copy	Free Printed and postage costs as per schedule of charges.
Statement of accounts and internal audit report in the format included in the Annual Return form	Website Hard Copy	Free Printed and postage costs as per schedule of charges.
Finalised budget	Website	Free
Precept	Website	Free
Borrowing Approval letter	N/A	
All items of expenditure above £100	Website	Free
Financial Standing Orders and Regulations	Website	Free
Grants given and received	Website	Free
List of current contracts awarded and value of contract	Website	Free
Members' allowances and expenses	Website	Free
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews) Current and previous year as a minimum	Website Hard Copy	Free Printed and postage costs as per schedule of charges.

Annual governance statement in format included in the Annual Return form	Website Hard copy	Free Printed and postage costs as per schedule of charges.
Parish Plan	N/A	
Annual Report to Parish or Community Meeting	Website Hard copy	Free Free
Quality status	Website Hard copy	Free Printed and postage costs as per schedule of charges.
Local charters drawn up in accordance with DLUHC's guidelines	N/A	
Data Protection impact assessments (in full or summary format) or any other impact assessment (eg Health & Safety Impact Assessment, Equality Impact Assessments etc), as appropriate and relevant	Hard copy	Printed and postage costs as per schedule of charges.
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum	Website	Free
Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	Website	Free
Agendas of meetings (as above)	Website, noticeboard	Free

Minutes of meetings (as above) – exclude material that is properly considered to be exempt from disclosure	Website	Free
Reports presented to council meetings – exclude material that is properly considered to be exempt from disclosure	Website	Free
Responses to consultation papers	Hard copy Maybe included in minutes.	Printed and postage costs as per schedule of charges. Free
Responses to planning applications	Hard copy Included on the planning portal website.	Printed and postage costs as per schedule of charges. Free
Bye laws	N/A	
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only	Website Hard copy	Free Printed and postage costs as per schedule of charges.
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 Hard copy Website Website	Free Printed and postage costs as per schedule of charges. Free

		Free
Policies and procedures for the provision of services and about the employment of staff: • Internal instructions to staff and policies relating to the delivery of services • Equality and diversity policy • Health and safety policy • Recruitment policies and details of current vacancies • Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme)	Hard copy Website Website Website Website Website	Printed and postage costs as per schedule of charges. Free Free Free Free Free
Records management, personal data and access to information policies Include information security policies, records retention, destruction and archive policies, and data protection (including data sharing and CCTV usage) policies	Website	Free
Class 6 – Lists and Registers Currently maintained lists and registers only.	hard copy or website; some information may only be available by inspection)	
Information legally required to hold in publicly available registers (in most circumstances existing access provisions will suffice)	Hard copy	Printed and postage costs as per schedule of charges.
Assets register, including details of public land and building assets	Hard copy	Printed and postage costs as per schedule of charges.

Disclosure log indicating the information provided in response to FOIA and EIR requests. These are recommended as good practice	Hard copy	Printed and postage costs as per schedule of charges.
Register of members' interests	Hard copy Website via Durham County Council	Printed and postage costs as per schedule of charges. Free
Register of gifts and hospitality	Hard copy	Printed and postage costs as per schedule of charges.
Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only	(hard copy or website; some information may only be available by inspection)	
Allotments	Website	free
Burial grounds and closed churchyards	Not held	
Community centres and village halls	Not Held	
Parks, playing fields and recreational facilities	Not Held	Free
Seating, litter bins, clocks, memorials and lighting	Website	Free

Bus shelters	Website	Free
Markets	N/A	
Public conveniences	N/A	
Agency agreements	Hard copy	Printed and postage costs as per schedule of charges.
Services for which we are entitled to recover a fee and details of those fees (eg burial fees)	Hard copy Website	Printed and postage costs as per schedule of charges. Free
Additional Information		
Information not itemised in the lists above		

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 @ 50p per A4 sheet (black & white)	Actual cost
	Photocopying @70p per A4 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)

* the actual cost incurred

Contact Details for Sacriston Parish Council

Claire Dixon
Clerk to the Council

Sacriston Parish Council
The Fulforth Centre
Front Street
Sacriston
Durham
DH7 6JT

07715966993

clerk@sacristonparishcouncil.gov.uk