

## Longhoughton Parish Council Publication Scheme

Information to be published	How the information can be obtained	Cost
<b>Class1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts) This will be current information only.	(hard copy and/or electronic copy, if applicable and available, at the discretion of the Parish Council) See Parish Council's website <a href="http://northumberlandparishes.uk/longhoughton">northumberlandparishes.uk/longhoughton</a>	
Who's who on the Council and its Committees	See Parish Council's website <a href="http://northumberlandparishes.uk/longhoughton">northumberlandparishes.uk/longhoughton</a> or contact the Parish Clerk	Free of Charge
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	See Parish Council's website <a href="http://northumberlandparishes.uk/longhoughton">northumberlandparishes.uk/longhoughton</a> Northumberland County Council's website <a href="http://northumberland.gov.uk">northumberland.gov.uk</a> and Parish Newsletter	Free of Charge
<b>Class 2 – What we spend and how we spend it</b>		
(Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit) Current and previous financial year.	(hard copy and/or electronic copy, if applicable and available, at the discretion of the Parish Council) See Parish Council's website <a href="http://northumberlandparishes.uk/longhoughton">northumberlandparishes.uk/longhoughton</a>	Hardcopy: photocopying @ 10 pence per sheet (or current market rate for photocopying) and administrative time @ £15 per hour or part thereof.  Electronic copy: (if available and at the discretion of the Parish Council) free of charge but if time consuming request a charge for administrative time will be applicable at £15 per hour or part thereof.
Annual return form and report by auditor	Contact the Parish Clerk	
Finalised budget	Contact the Parish Clerk	
Precept	Contact the Parish Clerk	
Borrowing Approval letter	Contact the Parish Clerk	
Standing Orders and Regulations	See Parish Council's website <a href="http://northumberlandparishes.uk/longhoughton">northumberlandparishes.uk/longhoughton</a> or contact the Parish Clerk	
Grants given and received	Contact the Parish Clerk	
List of current contracts awarded and value of contract	Contact the Parish Clerk	
Members' allowances and expenses	Contact the Parish Clerk	
<b>Class 3 – What our priorities are and how we are doing</b>		
(Strategies and plans, performance indicators, audits, inspections and reviews)	(hard copy and/or electronic copy, if applicable and available)	

Annual Report to Parish or Community Meeting (current and previous year)	See Parish Council's website <a href="http://northumberlandparishes.uk/longhoughton">northumberlandparishes.uk/longhoughton</a> or contact the Parish Clerk	Charges as listed above for Class 2.
<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions)	(hard copy and/or electronic copy, if applicable and available)	
Timetable of meetings	Meetings are usually held 3 <sup>rd</sup> Monday of the month except August and December. Contact the Parish Clerk	Hardcopy: photocopying @ 10 pence per sheet (or current market rate for photocopying) and administrative time @ £15 per hour or part thereof.  Electronic copy: (if available and at the discretion of the Parish Council) free of charge but if time consuming request a charge for administrative time will be applicable at £15 per hour or part thereof.
Agendas of meetings (as above)	See Parish Council's website <a href="http://northumberlandparishes.uk/longhoughton">northumberlandparishes.uk/longhoughton</a> or contact the Parish Clerk	
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	See Parish Council's website <a href="http://northumberlandparishes.uk/longhoughton">northumberlandparishes.uk/longhoughton</a> or contact the Parish Clerk	
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	See Parish Council's website <a href="http://northumberlandparishes.uk/longhoughton">northumberlandparishes.uk/longhoughton</a> or contact the Parish Clerk	
Responses to planning applications	See Northumberland County Council's website <a href="http://northumberland.gov.uk">northumberland.gov.uk</a> Or contact the Parish Clerk	
<b>Information to be published</b>	<b>How the information can be obtained</b>	<b>Cost</b>
<b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only.	(hard copy and/or electronic copy, if applicable and available) See Parish Council's website <a href="http://northumberlandparishes.uk/longhoughton">northumberlandparishes.uk/longhoughton</a> or contact the Parish Clerk	Hardcopy: photocopying @ 10 pence per sheet (or current market rate for photocopying) and administrative time @ £15 per hour or part thereof.  Electronic copy: (if available and at the discretion of the Parish Council) free of charge but if time consuming request a charge for administrative time will be applicable at £15 per hour or part thereof.
Policies and procedures for the conduct of council business: Procedural standing orders Delegated authority in respect of officers as required Code of Conduct	See Parish Council's website <a href="http://northumberlandparishes.uk/longhoughton">northumberlandparishes.uk/longhoughton</a> or contact the Parish Clerk	
Policies and procedures for the provision of services and about the employment of staff: Internal policies relating to the delivery of services Equality and diversity policy Health and safety policy Recruitment policies (including current vacancies)	See Parish Council's website <a href="http://northumberlandparishes.uk/longhoughton">northumberlandparishes.uk/longhoughton</a> or contact the Parish Clerk	

Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme)		
Records management policies (records retention, destruction and archive)	See Parish Council's website <a href="http://northumberlandparishes.uk/longhoughton">northumberlandparishes.uk/longhoughton</a> or contact the Parish Clerk	
Data protection policies	See Parish Council's website <a href="http://northumberlandparishes.uk/longhoughton">northumberlandparishes.uk/longhoughton</a> or contact the Parish Clerk	
Schedule of charges (for the publication of information)	See Parish Council's website <a href="http://northumberlandparishes.uk/longhoughton">northumberlandparishes.uk/longhoughton</a> or contact the Parish Clerk	
<b>Class 6 – Lists and Registers</b>		
Currently maintained lists and registers only	(hard copy and/or electronic copy, if applicable and available; some information may only be available by inspection). Contact the Parish Clerk	Hardcopy: photocopying @ 10 pence per sheet (or current market rate for photocopying) and administrative time @ £15 per hour or part thereof.
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	Contact the Parish Clerk	Electronic copy: (if available and at the discretion of the Parish Council) free of charge but if time consuming request a charge for administrative time will be applicable at £15 per hour or part thereof.
Assets Register	Contact the Parish Clerk	
Register of gifts and hospitality	Contact the Parish Clerk	
Register of members' interests	Northumberland County Council's website <a href="http://northumberland.gov.uk">northumberland.gov.uk</a>	To be determined by Northumberland County Council
<b>Information to be published</b>	<b>How the information can be obtained</b>	<b>Cost</b>
<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) Current information only	(hard copy and/or electronic copy, if applicable and available; some information may only be available by inspection)	Hardcopy: photocopying @ 10 pence per sheet (or current market rate for photocopying) and administrative time @ £15 per hour or part thereof.
Allotments	Contact the Parish Clerk	Electronic copy: (if available and at the discretion of the Parish Council) free of charge but if time consuming request a
Community centres and village halls	Contact the Parish Clerk	
Parks, playing fields and recreational facilities	Contact the Parish Clerk	
Seating, litter bins and memorials	Contact the Parish Clerk	

Bus shelters	Contact the Parish Clerk	charge for administrative time will be applicable at £15 per hour or part thereof.
<b>Additional Information</b> This will provide Councils with the opportunity to publish information that is not itemised in the lists above.	Contact the Parish Clerk	Charges as listed above for Class 7.

**Contact details:**

**Elizabeth Taylor, Parish Clerk, Longhoughton Parish Council**

**C/o Rivendell, Steppey Lane, Lesbury, Alnwick, Northumberland, NE66 3PU T: 01665 830040 E: parishclerk@hotmail.com**

**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
<b>Disbursement cost</b>	Photocopying @ 10 pence per sheet (black & white) or current market rate for photocopying.	Actual cost * approx. 10 pence per sheet
	Clerk's administrative time @ £15 per hour	Actual cost * £14.21 per hour
	Postage @ actual cost	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
	Disbursements costs eg. mileage, etc. @ actual cost, as appropriate.	

\* the actual cost incurred by the public authority

This Publication Scheme was reviewed, amended and approved at a meeting of Council on 21 January 2013 and is effective as of that date. The policy will be reviewed periodically.

Longhoughton Parish Council reviewed and accepted this Publication Scheme with no amendments at a further meeting of the Council held on Monday 17 July 2017.

Longhoughton Parish Council reviewed and accepted this Publication Scheme with no amendments at a further meeting of the Council held on Monday 26 November 2018.

Longhoughton Parish Council reviewed and accepted this Publication Scheme, with the addition of details of the Parish Council's website for members of the public to use to access information, at a further meeting of the Council held on Monday 21 June 2021.

Longhoughton Parish Council reviewed and accepted this Publication Scheme, with the addition of details of the Parish Council's website for members of the public to use to access information, at a further meeting of the Council held on Monday 23 September 2024.

**Chairman, Longhoughton Parish Council. 23 September 2024**