



BELLINGHAM PARISH COUNCIL

Please note: hard copies of all information outlined below can be obtained by direct application to the parish clerk via the following link:

<http://www.parish-council.com/bellingham/feedback.asp> at a price of 15p per sheet plus second-class postage. Where appropriate, inspection of documents can be requested using the same link.

Information to be published	How the information can be obtained	Cost
<p>Class1 - Who we are and what we do (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 - Click Here	Free online
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website - http://www.parish-	Free online

	council.com/bellingham/index.asp?pageid=705892	
Location of main Council office and accessibility details	Website - http://www.parish-council.com/bellingham/index.asp?pageid=705906	Free online
Staffing structure	N/A	
<p>Class 2 - What we spend and how we spend it</p> <p>(Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)</p> <p>Current and previous financial year as a minimum</p>		
Annual return form and report by auditor	Website - http://www.parish-council.com/bellingham/library.asp	Free online
Finalised budget	Website - http://www.parish-council.com/bellingham/library.asp	Free online
Precept	See annual budget (above)	Free online

Borrowing Approval letter	N/A	
Financial Standing Orders and Regulations	TBC	
Grants given and received	N/A - can be seen within monthly minutes	Free online
List of current contracts awarded and value of contract	Website - http://www.parish-council.com/bellingham/library.asp (within charges and responsibilities policy)	Free online
Members' allowances and expenses	N/A - None	
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		
Parish Plan (current and previous year as a minimum)	N/A	
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	TBC	
Quality status	N/A	
Local charters drawn up in accordance with DCLG guidelines	N/A	
Class 4 - How we make decisions (Decision making processes and records of decisions)		

Freedom of Information Publication List

Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	Website - http://www.parish-council.com/bellingham/index.asp?pageid=705906	Free online
Agendas of meetings (as above)	Website - http://www.parish-council.com/bellingham/library.asp (note these are also published in advance on Lockup Lane notice board in Bellingham)	Free online
Minutes of meetings (as above) - n.b. this will exclude information that is properly regarded as private to the meeting.	Website - http://www.parish-council.com/bellingham/library.asp	Free online
Reports presented to council meetings - n.b. this will exclude information that is properly regarded as private to the meeting.	Included within minutes - http://www.parish-council.com/bellingham/library.asp	Free online
Responses to consultation papers	N/A	
Responses to planning applications	N/A	Available free via NCC planning

		portal - all comments by BPC are public.
Bye-laws	N/A	
<p>Class 5 - Our policies and procedures</p> <p>(Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information only</p>		
<p>Policies and procedures for the conduct of council business:</p> <p>Procedural standing orders</p> <p>Committee and sub-committee terms of reference - N/A</p> <p>Delegated authority in respect of officers - N/A</p> <p>Code of Conduct</p> <p>Policy statements</p>	<p>Website:</p> <p>http://www.parish-council.com/bellingham/library.asp</p>	Free online
<p>Policies and procedures for the provision of services and about the employment of staff:</p> <p>Internal instructions to staff and policies relating to the delivery of services</p>	<p>Website - see policies section</p>	Free online

<p>Equality and diversity policy</p> <p>Health and safety policy - N/A</p> <p>Recruitment policies (including current vacancies) - N/A</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>	<p>http://www.parish-council.com/bellingham/library.asp</p>	
<p>Information security policy</p>	<p>Website -</p> <p>http://www.parish-council.com/bellingham/library.asp</p>	<p>Free online</p>
<p>Records management policies (records retention, destruction and archive)</p>	<p>Website -</p> <p>http://www.parish-council.com/bellingham/library.asp</p>	<p>Free online</p>
<p>Data protection policies</p>	<p>Website -</p> <p>http://www.parish-council.com/bellingham/library.asp</p>	
<p>Schedule of charges (for the publication of information)</p>	<p>Outlined at the end of this document.</p>	
<p>Class 6 - Lists and Registers</p>		

Currently maintained lists and registers only		
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	N/A	
Assets register	http://www.parish-council.com/bellingham/library.asp	Free online
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)	N/A	
Register of members' interests	Website - http://committee.northumberland.gov.uk/ParishCouncils/ParishCouncil.aspx?pcID=164	Free online
Register of gifts and hospitality	N/A - None	
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		

Freedom of Information Publication List

Allotments	Available by inspection only	Free to inspect
Burial grounds and closed churchyards	Available by inspection only	Free to inspect
Community centres and village halls	N/A	
Parks, playing fields and recreational facilities	Available by inspection only	Free to inspect
Seating, litter bins, clocks, memorials and lighting	Available by inspection only	Free to inspect
Bus shelters	N/A	
Markets	N/A	
Public conveniences	Available by inspection only	Free to inspect
Agency agreements	N/A	
Services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Website - see policies section http://www.parish-council.com/bellingham/library.asp	Free online
Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above	N/A	

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Contact details:

Benjamin Dickson-Green FCA
bellinghamparishclerk@outlook.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
Disbursement cost	Printing @ 15p per sheet (black & white)	Actual cost * 15p

	Postage @ 61p/83p (dependent on letter size)	Actual cost of Royal Mail standard 2 nd class
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* the actual cost incurred by the public authority