

Information available from North Lodge Parish Council under the model publication scheme

The information can be obtained on application to: The Clerk to North Lodge Parish Council 21 Lyndhurst Avenue, Chester-le-Street, DH3 4AR Tel: 0191 3892516 e-mail: northlodgepc@tiscali.co.uk	Schedule of Charges:		
	TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
	Disbursement cost	Photocopying @ 10p per sheet (black & white)	Actual cost incurred by the Parish Council
Postage		Actual cost of Royal Mail postage	

Information to be published	Cost
Class1 - Who we are and what we do (Organisational information, structures, locations and contacts) Current information only	
Who's who on the Council and its Committees	10p + postage
Contact details for Parish Clerk and Council members	10p + postage
Location of main Council office and accessibility details	10p + postage
Staffing structure	10p + postage

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)	
Annual return form and report by auditor	80p + postage
Finalised budget	30p + postage
Precept	10p + postage
Financial Standing Orders and Regulations	30p + postage
Grants given and received	10p + postage
List of current contracts awarded and value of contract	10p + postage
Members' allowances and expenses	10p + postage

Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)	
Annual Report to Parish Meeting	£1 + postage

Class 4 – How we make decisions

(Decision making processes and records of decisions)

Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	10p + postage 10p per sheet + postage
Agendas of meetings (as above)	
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	
Reports presented to council meetings – nb this will exclude information that is properly regarded as private to the meeting.	
Responses to consultation papers	
Responses to planning applications	

Class 5 – Our policies and procedures

(Current written protocols, policies and procedures for delivering our services and responsibilities)

Policies and procedures for the conduct of council business:

Procedural standing orders	£1.80 + postage
Committee and sub-committee terms of reference	10p + postage
Code of Conduct	£1.40 + postage
Policy statements	10p per sheet + postage

Policies and procedures for the provision of services and about the employment of staff:

Policies and procedures for handling requests for information	30p + postage
Schedule of charges (for the publication of information)	10p + postage

Class 6 – Lists and Registers - Currently maintained lists and registers only

Assets Register	10p + postage
Register of gifts and hospitality	10p + postage

Class 7 – The services we offer - Current information only

(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)

Parks, playing fields and recreational facilities	10p per sheet + postage
Seating, litter bins and lighting	
Bus shelters	