

Cornsay Parish Council

Freedom of Information Publication Scheme

Information available from Cornsay Parish Council under the model Publication Scheme

Information to be published	How the information can be obtained	Cost
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Class 1 – Who we are and what we do

Who's who on the Council and its Committees	Noticeboard, Western Avenue, Hamsteels Noticeboard, Commercial Street, Cornsay Colliery Website	Free Free Free
Contact details of Parish Clerk and Council Members	Noticeboard, Western Avenue, Hamsteels Noticeboard, Commercial Street, Cornsay Colliery Website	Free Free Free
Location of main Council Office and accessibility details	Noticeboard, Western Avenue, Hamsteels Website	Free Free
Staffing Structure	Noticeboard, Western Avenue, Hamsteels Website	Free Free

Class 2 – What we spend and how we spend it

Current and previous 2 financial years

Annual return form and report by auditor	Inspection by appointment Hard copy	Free 10p/sheet
Finalised budget	Inspection by appointment Hard copy	Free 10p/sheet
Precept	Inspection by appointment Hard copy	Free 10p/sheet

Borrowing Approval letter	Inspection by appointment Hard copy	Free 10p/sheet
Financial Standing Orders and Regulations	Website Hard copy	Free 10p/sheet
Grants given and received	Inspection by appointment Hard copy	Free 10p/sheet
List of current contracts awarded and value of contract	Inspection by appointment Hard copy	Free 10p/sheet
Members' allowances and expenses	Inspection by appointment Hard copy	Free 10p/sheet

Class 3 – What our priorities are and how we are doing

Parish Plan	Website Hard copy	Free 10p/sheet
Annual Report to Parish Meeting	Website Hard copy	Free 10p/sheet

Class 4 – How we make decisions

Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Website	Free
Agendas of meetings	Website Available in Hamsteels Community Centre Hard copy	Free Free 10p/sheet
Minutes of meetings (NB this will exclude any information that is properly regarded as private to the meeting)	Website Available in Hamsteels Community Centre Hard copy	Free Free 10p/sheet
Reports presented to council meetings (NB this will exclude any information that is properly regarded as private to the meeting)	Inspection by appointment Hard copy	Free 10p/sheet
Responses to consultation papers	Inspection by appointment Hard copy	Free 10p/sheet
Responses to planning applications	Inspection by appointment Hard copy	Free 10p/sheet

Bye-laws	Inspection by appointment Hard copy	Free 10p/sheet
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Class 5 – Our policies and procedures

<p>Policies and procedures for the conduct of Council business:</p> <ul style="list-style-type: none"> ▪ Procedural Standing Orders ▪ Committee and sub-committee terms of reference ▪ Delegated authority in respect of officers ▪ Code of Conduct ▪ Policy Statements 	<p>Website Inspection by appointment Hard copy</p>	<p>Free Free 10p/sheet</p>
<p>Policies and procedures for the provision of services and about the employment of staff:</p> <ul style="list-style-type: none"> ▪ Internal policies relating to the delivery of services ▪ Equality and diversity policy ▪ Health and safety policy ▪ Recruitment policies (including current vacancies) ▪ Policies and procedures for handling requests for information ▪ Complaints procedures (including those covering requests for information and operating the publication scheme) 	<p>Website Inspection by appointment Hard copy</p>	<p>Free Free 10p/sheet</p>
Information security policy	<p>Website Inspection by appointment Hard copy</p>	<p>Free Free 10p/sheet</p>
Records management policy	<p>Website Inspection by appointment Hard copy</p>	<p>Free Free 10p/sheet</p>
Data protection policy	<p>Website Inspection by appointment Hard copy</p>	<p>Free Free 10p/sheet</p>
Schedule of charges for the publication of information	<p>Website Inspection by appointment Hard copy</p>	<p>Free Free 10p/sheet</p>

Class 6 – Lists and registers

Currently maintained lists and registers only

Any publicly available register or list	Inspection by appointment Hard copy	Free 10p/sheet
Asset Register	Inspection by appointment Hard copy	Free 10p/sheet
Register of members' interests	Available at County Hall, Durham Inspection by appointment	Free Free
Register of gifts and hospitality	Available at County Hall, Durham Inspection by appointment	Free Free

Class 7 – The services we offer

Current information only

Community centres and village halls	Inspection by appointment Hard copy	Free 10p/sheet
Parks, playing fields and recreational facilities	Inspection by appointment Hard copy	Free 10p/sheet
Seating, litter bins, clocks, memorials and lighting	Inspection by appointment Hard copy	Free 10p/sheet

Additional information

Copy of definitive map of footpaths and bridleways	Inspection by appointment	Free
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Schedule of Charges

Disbursements	Photocopying	10p per single side sheet (black and white)	Actual cost
	Postage	Actual cost of Royal Mail 2 nd class postage	Actual cost
Statutory Fees	In accordance with The Freedom of Information and Data Protection (Appropriate Limit and Fees) Regulations 2004		

Contact

Mr D Walker
Clerk to the Council

Address: Hamsteels Community Centre, Western Avenue,
Esh Winning, Co. Durham, DH7 9NA

Telephone: 0191 447 2332

Email: davey@cornsaypc.org.uk

Website: parishes.durham.gov.uk/cornsay