

Information available from Seaham Town Council under the model publication scheme

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> <p>N.B. Councils should already be publishing as much information as possible about how they can be contacted.</p>	(hard copy and/or website)	
Who's who on the Council and its Committees	Hard copy and web site	foc
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Hard copy and web site	foc
Location of main Council office and accessibility details	Hard copy and web site	foc
Staffing structure	Hard copy and web site (see Annual Plan)	foc

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) Current and previous financial year as a minimum	(hard copy and/or website) Hard copy	foc
Annual return form and report by auditor	Hard copy	foc
Finalised budget	Hard copy and website (see annual report)	foc
Precept	Hard copy and website (see annual report)	foc
Borrowing Approval letter	Hard copy	foc
Financial Standing Orders and Regulations	Hard copy	foc
Grants given and received	Hard copy	foc
List of current contracts awarded and value of contract	Hard copy	foc
Members' allowances and expenses	Hard copy	foc
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance	(hard copy or website)	

indicators, audits, inspections and reviews)		
Parish Plan (current and previous year as a minimum)	Hard copy	£
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Hard copy and website	foc
Quality status	Hard copy	foc
Local charters drawn up in accordance with DCLG guidelines	Hard copy	foc
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum	(hard copy or website) Hard copy and web site	foc foc
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Hard copy and web site	foc
Agendas of meetings (as above)	Hard copy	foc
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Hard copy and web site	foc
Reports presented to council meetings - nb this will exclude information that is properly	Hard copy	foc

regarded as private to the meeting.		
Responses to consultation papers	Hard copy	foc
Responses to planning applications	Hard copy	foc
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	(hard copy or website) Hard copy	foc
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	Hard copy Hard copy Hard Copy Hard Copy Hard Copy	All Foc
Policies and procedures for the provision of services and about the employment of staff: Equality Opportunities Policy	Hard copy Hard copy	 foc

Health and safety policy Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme)		
Information security policy	Hard copy	foc
Data protection policies	Hard copy	foc
Schedule of charges)for the publication of information)	Hard copy	
Class 6 – Lists and Registers Currently maintained lists and registers only	(hard copy or website; some information may only be available by inspection)	
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	Hard copy	foc
Assets Register	Hard copy	foc
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)	Hard copy	foc
Register of members' interests	Hard copy	foc
Register of gifts and hospitality	Hard copy	foc

<p>Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)</p> <p>Current information only</p>	(hard copy or website; some information may only be available by inspection)	foc
Allotments	Hard copy and website	foc
Burial grounds and closed churchyards	Hard copy and website	foc
Community centres and village halls	Hard copy and website	foc
Parks, playing fields and recreational facilities	Hard copy and website	foc
Seating, litter bins, clocks, memorials and lighting	Hard copy and website	foc
Bus shelters	n/a	
Markets	n/a	
Public conveniences	n/a	
Agency agreements	Hard copy	foc
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Hard copy	foc
<p>Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above</p>		

Events / Town Activities	Hard copy and website	foc

Contact details:

**Town Clerk
Seaham Town Council
Town Hall,
Stockton Road,
Seaham,
Co. Durham.
SR7 0HP**

Tel: 0191 581 8034

Email: clerk@seaham.gov.uk

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 @ 10p per sheet (black & white)	Actual cost *
	Colour copying @ 50p per sheet	Actual cost *

	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)
Other		

* the actual cost incurred by the public authority

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