

PUBLICATION SCHEME for NEWTON on the MOOR & SWARLAND PARISH COUNCIL

The Freedom of Information Act 2000 requires all public authorities, which includes Newton on the Moor & Swarland Parish Council, to adopt and maintain a publication scheme. This is Newton on the Moor & Swarland Parish Council's scheme under the Act. The idea of the scheme is to let everyone know what information will be automatically or routinely published by the Parish Council.

Information Available:

1. Members of the Council and its Committees – on all notice boards
Contact details for Parish Clerk and Council Members - on all notice boards
Location of Council Office - on all notice boards
2. Agendas, Minutes of Council, Committee and Sub-Committee Meetings - limited to the last two years.
Council's Annual Report to the Parish Meeting.
Procedural Standing Orders.
3. Members Declaration of Acceptance of Office.
Members Register of Interests (available at Northumberland County Council).
4. Terms and conditions of employment.
Job description of the Clerk.
5. Responses to planning applications:- limited to the last two years.
Responses to Consultation Papers – limited to the last two years.
6. Annual Return Form – limited to the last financial year.
Annual Statutory Report by auditor (Internal and External) – limited to the last financial year.
Receipt / Payment Books, Receipt Books of all kinds, Bank Statements from all Accounts – limited to the last financial year.
Budget details – limited to the last financial year.
Precept request – limited to the last financial year.
VAT records – limited to the last financial year.
7. Allotments:- Standard Tenancy Agreements.

All of the above information is available in hard copy on request by prior appointment (unless otherwise stated) at a charge of 50p per sheet or free via email (where applicable) from the Clerk to the Council, 16 Newton on the Moor, Morpeth, NE675 9JY

Tel. 01665 575145 In addition, should requests result in obtaining information from archive a charge of £15 per hour plus expenses to be made. More complex requests for information will incur a fee to cover the Parish Clerk's hourly pay rate which will be agreed between both parties before information is provided. Other information may be made available on request with the agreement of the Parish Council.

PUBLICATION SCHEME for NEWTON on the MOOR & SWARLAND
PARISH COUNCIL

FREEDOM OF INFORMATION ACT 2000 – PUBLICATION SCHEMES

Declaration Form

Newton on the Moor & Swarland Parish Council

16 The Village
Newton on the Moor
Morpeth
Northumberland
NE65 9JY

has adopted the model scheme titled Publication Scheme for Newton on the Moor and Swarland Parish Council produced in accordance the Freedom of Information Act 2000 and will publish information in accordance with that scheme.

Signature.....

Position.....

Date.....

The contact details for the person/official who will be responsible for maintaining the publication scheme and who should be contacted if any issues arise concerning the organisation's compliance with the Freedom of Information Act are:

Jan Anderson
Clerk to the Council
16 The Village
Newton on the Moor
Morpeth
Northumberland
NE65 9JY

Tel. 01665 575145