

Hetton Town Council



Freedom of Information Act 2000 - Publication Scheme

Town Clerk: Graeme Keedy

Hetton Town Council, The Hetton Centre, Welfare Road, Hetton le Hole, DH5 9NE

Tel: 0191 561 6600

Mobile: 0753 867 3657

Email: townclerk@hettontowncouncil.gov.uk

Website: www.hettontowncouncil.gov.uk

Information available from Hetton Town Council under the Freedom of Information Act model publication scheme

This template guide covers only information we currently hold. If we do not hold some of the information listed below, we will mark it as 'not held' in the table.

Information to be published	How the information can be obtained	Cost
Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts) Current information only		
Contact details for Town Clerk and list of Council members including contact details (postal and/or email address and contact phone no.	Website	Online - Free
Location of main Council office and accessibility details.	Website	Online - Free
Class 2 - What we spend and how we spend it (Financial information about projected and actual income and expenditure, procurement, contracts and financial audit) Current and previous financial year as a minimum.		
Statement of accounts and internal audit report in the format included in the Annual Return form	Website	Online - Free
Finalised budget	Website	Online - Free
Precept	Website	Online - Free
All items of expenditure	Website	Online - Free
Financial Regulations and Standing Orders	Website	Online - Free
Grants given and received	Website	Online - Free
List of current contracts awarded and value of contract	Website	Online - Free
Town Mayor Fund	Website	Online - Free

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.		
Annual Governance statement in format included in the Annual Return form.	Website	Online - Free
Parish Plan	Not applicable	
Annual Report to Parish Meeting	Website	Online - Free
Quality status	Not applicable	
Local charters drawn up in accordance with DLUHC's guidelines	Not applicable	
Class 4 - How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum		
Timetable of meetings (Council and any committee meetings and parish meetings)	Website	Online - Free
Agendas of meetings (as above)	Notice Boards (current only) and website	Online - Free
Minutes of meetings (as above) - excluding material that is properly considered to be exempt from disclosure.	Website	Online - Free
Reports presented to council meetings - excluding material that is properly considered to be exempt from disclosure.	Website	Online - Free
Responses to consultation papers	Website	Online - Free
Responses to planning applications	Website	Online - Free
Bye-laws	Not applicable	
Class 5 - Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only.		
Policies and procedures for the conduct of Council business: • Procedural standing orders • Committee terms of reference • Delegated authority in respect of officers • Code of Conduct • Policy statements	Where applicable, available on website	Online - Free
Policies and procedures for the provision of services and about the employment of staff: Internal instructions to staff and policies relating to the delivery of services Equality and diversity policy Health and safety policy Recruitment policies and details of current vacancies Policies and procedures for handling requests for information Complaints procedures (incl. those covering requests for information and operating the publication scheme)	Where applicable, available on website	Online - Free

Records management, personal data and access to information policies Include information security policies, records retention, destruction and archive policies, and data protection (including data sharing and CCTV usage) policies.	Where applicable, available on website	Online - free
Class 6 - Lists and Registers Currently maintained lists and registers only.		
Assets register, including details of public land and building assets.	Website	Online - Free
Disclosure log indicating the information provided in response to FOIA and EIR requests. These are recommended as good practice		
Register of Members' interests	Town Council and SCC websites	Online - Free
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		
Seating, clocks, memorials and lighting	Upon written application to the Town Clerk	
Additional Information Information not itemised in the lists above.	Upon written application to the Town Clerk	

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 or printing @ 35p per sheet (black & white)	Cost of paper and printing
	Photocopying or printing @75p per sheet (colour)	Cost of paper and printing
	Postage	Actual cost of Royal Mail standard 2 nd class