

| Information to be published  | How the information can be obtained  | Cost   |
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| <b>Class 1 – Who we are and what we do</b>   |  |  |
| <p>The boundaries of Sherburn Village Parish Council including the settlement of Sherburn Village and surrounding countryside in the County of Durham in the north east of England.</p> <p>The purpose of the Parish Council is to ensure that the local environment is maintained and developed to satisfy as far as possible the wishes of the electorate and to ensure that the community facilities meet the needs of the parish</p> | <p>Map and brief history of the settlement available on the website or from the Clerk.</p>   | <p>25p per A4 sheet</p> <p>Available electronically without charge</p> |
| <p>Chairman: Councillor A Leary</p> <p>Vice-Chairman: Councillor J Leadbitter</p>  | <p>Addresses and telephone numbers are available on the website, displayed on the two noticeboards or available from the Clerk</p>   | <p>None</p>  |
| <p>The Parish Council consists of a Chairman, Vice-Chairman, seven members together with the Parish Clerk. The Council meets 11 times a year in Sherburn Community Centre. Additional meetings may be called when needed and will be advertised at least 3 working days in advance of taking place.</p>  | <p>Parish Clerk:<br/>Mrs Jan Penn-Jones<br/>45 Esh Hillside<br/>Langley Park<br/>Durham<br/>DH7 9TG</p> <p>Email:<br/><a href="mailto:sherburnpc@hotmail.co.uk">sherburnpc@hotmail.co.uk</a></p> <p>Website: <a href="http://www.sherburnvillage.org">www.sherburnvillage.org</a></p> <p>Current Councillors names, addresses and telephone numbers are available on the website, displayed on the two notice boards or from the Clerk</p> | <p>25p per A4 sheet</p> <p>Available electronically without charge</p> |

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| <b>Class 2 -What we spend and how we spend it</b>  |                          |  |
| <p>Parishioners pay Council Tax set by Durham County Council based upon house value. In addition, parishes raise a 'precept' to cover local costs and can be requested by email or letter.</p> <p>Working accounts, for the current year are stored at the Clerk's Home address. Previous years are stored at Sherburn Community Centre and can be requested by email or letter.</p> | Available from the Clerk | <p>25p per A4 sheet</p> <p>Available electronically without charge</p> |
| The papers for the finalised budgets for the current year are kept at the Clerk's home address and can be requested by email or letter.  | Available from the Clerk | <p>25p per A4 sheet</p> <p>Available electronically without charge</p> |
| Current Precept papers are kept at Clerk's home address and can be requested by email or letter.   | Available from the Clerk | <p>25p per A4 sheet</p> <p>Available electronically without charge</p> |
| Information on Grants given and received in the current and previous years are kept at the Clerk's home address and can be requested by email or letter.   | Available from the Clerk | <p>25p per A4 sheet</p> <p>Available electronically without charge</p> |
| <b>Class 3 – What our priorities are and how we are doing</b>  |                          |  |
| <p>To ensure that the local environment is maintained and developed to satisfy, as far as possible, the wishes of the electorate and to ensure that the community facilities meet the needs of the parish.</p> <p>Strategies and plans, performance indicators, audits, inspections and reviews are kept at Clerk's home address and can be requested email or letter</p>            | Available from the Clerk | <p>25p per A4 sheet</p> <p>Available electronically without charge</p> |

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| Current and previous year's Annual Report to Parish is kept at Clerk's home address and can be requested email or letter   | Available from the Clerk  | 25p per A4 sheet excluding postage<br><br>Available electronically without charge                                 |
| <b>Class 4 – How we make decisions</b>   |   |   |
| Details of the decision making process are maintained in the minutes of the meetings. These minutes are available on the Parish Council website and will be displayed on the noticeboards for the month following the meeting in which they are agreed, Electronic versions will be maintained by the Clerk. After a period of one year paper records will be stored by Durham County Council's Archives Department. | Available from the Clerk  | 25p per A4 sheet<br><br>Available electronically without charge   |
| Timetable of Parish Council Meetings   | Meetings of the Parish Council are held on the 2 <sup>nd</sup> Tuesday of each month (except August) in Sherburn Village Community Council commencing at 7pm. | A list of all meetings for the forthcoming year will be on display on the village noticeboard and on the website. |
| Agendas of meetings (as above)   | Available on website and noticeboards or from the Clerk.  | 25p per A4 sheet<br><br>Available electronically without charge   |
| Reports presented to Council meetings are kept at Clerk's Home address or Sherburn Community Centre and be requested by email or letter.   | Available from the Clerk  | 25p per A4 sheet<br><br>Available electronically without charge   |
| Responses to consultation papers   | Available from the Clerk  | 25p per A4 sheet<br><br>Available electronically without charge   |

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| Response to planning applications are kept at Clerk's Home address; Sherburn Community Centre or can be found on Durham County Council Planning Portal.   | Information contained in Parish Council Minutes or available from the Clerk. For full information on applications contact the local planning authority.              | 25p per A4 sheet<br><br>Available electronically without charge                                      |
| Documents relating to the tendering process.  | Most documentation relating to the tendering process will be covered by an exemption within the Freedom of Information Act and will not be available for disclosure. | 25p per A4 sheet for any document deemed disclosable.<br><br>Available electronically without charge |
| <b>Class 5 – Our policies and procedures</b>  |  |  |
| Current policies and procedures are kept at the Clerk's home address  | Available from the Clerk or on the website.  | 25p per A4 sheet<br><br>Available electronically without charge                                      |
| Policies and procedures for the conduct of council business:<br>Procedural Standing Orders<br>Delegated authority in respect of officer<br>Code of Conduct<br>Policy Statements   | Available from the Clerk or on the website.  | 25p per A4 sheet<br><br>Available electronically without charge                                      |
| Policies & procedures for the provision of services and about the employment of staff:<br>Health & Safety policy<br>Policies and procedures for handling requests for information<br>Complaints procedures<br>Schedule of charges (for the publication of information)<br>Class 6 – Lists and Registers | Available from the Clerk or on the website.  | 25p per A4 sheet<br><br>Available electronically without charge                                      |
| Currently maintained lists and registers only   | Inspection of records/registers can be access by contacting the Clerk for an appointment.  |  |

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|  | Subject to information stored and authority given (GDPR)  |   |
| Any publicly available register or list  | Inspection of records/registers can be access by contacting the Clerk for an appointment.   |   |
| Assets Register  | Inspection of records/registers can be access by contacting the Clerk for an appointment.   |   |
| Register of Members' Interests   | Inspection of records/registers can be access by contacting the Clerk for an appointment or by contacting Durham County Council.<br>Scanned versions of these declarations of interest can be accessed online | 25p per A4 sheet  |
| Register of gifts and hospitality  | Inspection of records/registers can be access by contacting the Clerk for an appointment or by contacting Durham County Council.  |   |
| <b>Class 7 – The services we offer</b>   |   |   |
| Information about the services we offer  |   |   |
| Newsletter   | Copies of the previous year's Parish Council's Newsletters from the Clerk and available on the website.   |   |
| Allotments – a waiting list for the allotments is maintained by the clerk. Individuals can be added by requesting this in writing (either by post or email). All plots are allocated based on this list with priority being given to Sherburn Village Residents. | Copies of standard allotment agreements are available upon request to the clerk or on the website.  | 25p per A4 sheet<br><br>Available electronically without charge |
| Burial Ground  | Information regarding burials within Sherburn Village Cemetery available from the Clerk.  |   |

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|   | <p>Inspection of records/registers can be accessed by contacting the Clerk.</p> <p>General enquires e.g. for genealogy purposes can be made by contacting the Clerk.</p>               |  |
| Community Centres and Village Halls   | Contact information for Sherburn Community Centre and Atlee Square Communal Hall are available from the Clerk.   |  |
| Seating and memorials   | <p>Requests for the purchase of memorials seats can be made by contacting the Clerk.</p> <p>Memorial/headstone requests for Sherburn Cemetery can be made by contacting the Clerk.</p> |  |
| A summary of services for which the Council is entitled to recover a fee, together with those fees (e.g. burial fees) | Available by contacting the Clerk.   | <p>25p per A4 sheet</p> <p>Available electronically without charge</p>                   |
| Garages   | Copies of standard garage agreements are available upon request to the clerk or on the website.  | <p>25p per A4 sheet</p> <p>Available electronically without charge</p>                   |
| Football pitches  | <p>Contact the Clerk regarding availability.</p> <p>Copies of standard football license is available upon request to the clerk or on the website.</p>                                  | <p>25p per A4 sheet excluding postage</p> <p>Available electronically without charge</p> |
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| Additional Information  |  |  |
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1. All requests for disclosure should be in the first instance be submitted to the Parish Clerk for review.
2. All requests must be made in writing by post or email. This must include the full name of the person requesting the information.
3. Where there is a question over whether to make a disclosure, the matter will be referred to members for review. This will principally be dealt with by Councillors Leadbitter, Leary and Pye.
4. If it is decided that it is inappropriate for the m to be disclosed an internal review procedure will allow for the review of the request by Councillors G Smith and Hall.

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| Contact details: | The Parish Clerk | Mrs Jan Penn-Jones |
|                  |                  | 45 Esh Hillside    |
|                  |                  | Langley Park       |
|                  |                  | Durham             |
|                  |                  | DH7 9TG            |

Email: [sherburnpc@hotmail.co.uk](mailto:sherburnpc@hotmail.co.uk)

## Schedule of charges

| TYPE OF CHARGE    | DESCRIPTION   | BASIS OF CHARGE  |
|-------------------|---|--|
| Disbursement cost | Photocopying @25p per sheet (black& white)                        | Actual cost 10p +admin charges                           |
|                   | Postage   | Actual cost of Royal Mail standard 2 <sup>nd</sup> class |
|                   |   |  |
| Statutory Fee     | £25.00 per hour up to a total of 18 hours may be charged for work | In accordance with the relevant legislation              |
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