

Information to be published	How the information can be obtained
Class 1 Who we are and what we do	
Who's who on the Council	Website, notice board, Parish Newsletter
Contact details for Parish Clerk and Council Members	Website, notice board, Parish Newsletter
Location of main Council office	Website, notice board showing agenda and minutes
Staffing Structure (One Clerk only)	n/a
Class 2 What we spend and how we spend it	
Annual return form and report by auditor	Clerk - viewing only
Finalised Budget 2009/10	Clerk - hard copy
Precept	Clerk - hard copy
Borrowing Approval Letter	n/a
Financial Standing Orders and Regulations	Clerk - hard copy
Grants given and received	Clerk - hard copy
List of current contracts awarded and value of contract	Clerk - hard copy
Members Allowances and Expenses	Clerk - no allowances payable, expenses only
Class 3 What are our priorities are and how we are doing	
Parish Plan	Currently being constructed
Annual Report	Website, Clerk - hard copy
Quality Status	see minutes - Website, notice board
Local charters	Clerk - hard copy
Class 4 How we make decisions	
Timetable of Meetings	Website, Clerk - hard copy
Agenda of Meetings	Website, notice board
Minutes of Meetings	Website, notice board
Reports presented to council meetings	Clerk - hard copy
Responses to consultation papers	Clerk - hard copy
Responses to planning applications	Clerk - hard copy
Bye - laws	Clerk - hard copy
Class 5 Our policies and procedures	
Internal policies relating to the delivery of services	Clerk - hard copy
Equality and diversity policy	Clerk - hard copy
Health & Safety policy	Clerk - hard copy
Recruitment policies	Clerk - hard copy
Policies and procedures for handing request for information	This document
Complaints procedure	Clerk - hard copy
Information security policy	Clerk - hard copy
Records management policies (retention, archive, etc)	Clerk - hard copy
Data protection policy	Clerk - hard copy
Schedule of charges for public information	No charge

Class 6 Lists and Registers	
Any publicity available list or register	This document
Assets Register	n/a
Disclosure log	n/a
Register of members interests	Clerk - for further information
Register of gifts and hospitality	Clerk - for further information
Class 7 The services we offer	
Allotments	Clerk - for further information
Burial grounds	n/a
Community Centres and Village Halls	n/a
Parks, playing fields and recreation facilities	Clerk - for further information
Seating, litter bins, clocks, memorials and lighting	Clerk - for further information
Bus Shelters	Clerk - for further information
Markets	n/a
Public conveniences	n/a
Agency agreements	n/a
A summary of services for which the council is entitled to recover a fee	n/a
Additional information	
None	
Contact details	Clerk, Keith Nellis 19 Brancepeth View, Brandon, Durham, DH7 8TS Tel: 0191 3780 704 email: kkm.nellis@tesco.net