

## **NEWTON on the MOOR & SWARLAND PARISH COUNCIL**

### **PUBLICATION SCHEME**

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 and the website. Contact details for Parish Clerk and Council Members - on all notice boards and the website. Location of Council Office - on all notice boards and the website.
2. Agendas, Minutes of Council - limited to the last two years on the website, older documents available from the Clerk. Current policies and procedural standing orders – available on the website.
3. Members Declaration of Interest available on the website. Members Declaration of Acceptance of Office available from the Parish Clerk.
4. Terms and conditions of employment and job description of the Clerk. Available from the Parish Clerk.
5. Responses to planning applications and responses to Consultation Papers – limited to the last two years. Available from the Parish Clerk.
6. Finance - Annual Return Form, Notice of public rights to examine documents, AGAR 2, PC Accounts, Explanation of Variances, Bank Reconciliation, name and address of external auditor – all available on the website for 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. All available from the Parish Clerk.

Users are directed to the Parish Council website wherever possible.

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.

**FREEDOM OF INFORMATION ACT 2000 – PUBLICATION SCHEME 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  
Telephone: 01665 575145  
Email: Janandersonpc@gmail.com.