

Information to be published	How the information can be obtained	Cost
<p>Class 4 – How we make decisions (Decision making processes and records of decisions)</p> <p>Current and previous council year as a minimum</p> <hr/> <p>Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)</p> <hr/> <p>Agendas of meetings (as above)</p> <hr/> <p>Minutes of meetings (as above) – n.b. this will exclude information that is properly regarded as private to the meeting.</p> <hr/> <p>Reports presented to council meetings – n.b. this will exclude information that is properly regarded as private to the meeting</p> <hr/> <p>Responses to consultation papers</p> <hr/> <p>Responses to planning applications</p> <hr/> <p>Bye-laws</p>	<p>Information available on the Parish Council’s website Bishopston Village / Bishopston Village</p> <p>Further information can be obtained from the Clerk. ☒ & ☒☒☒☒☒☒☒☒☒ ☒☒☒☒h</p> <p>Telephone: ☒ Bishopston Village Bishopston Village</p>	<p>Electronic Copies free of charge.</p> <p>Hard Copies charged at £0.05 per A4 copy</p>
<p>Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only</p> <hr/> <p>Policies and procedures for the conduct of council business: Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers</p>	<p>Information available on the Parish Council’s website Bishopston Village / Bishopston Village</p> <p>Further information can be obtained from the Clerk. Les Foggett 20 Stansted Grove, Middleton St George, Darlington DL2 1UU.</p> <p>Telephone: 07974080738 Email clerk@bishoptonvillage.co.uk</p>	<p>Electronic Copies free of charge.</p> <p>Hard Copies charged at £0.05 per A4 copy</p>

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<p>Code of Conduct Policy statements 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 (including current vacancies) Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme)</p> <hr/> <p>Information Security Policy.</p> <hr/> <p>Records management policies (records retention, destruction and archive)</p> <hr/> <p>Data protection policies</p> <hr/> <p>Schedule of charges (for the publication of information)</p>		
<p>Class 6 - Lists and Registers Currently maintained lists and registers only</p> <hr/> <p>Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)</p> <hr/> <p>Assets register</p> <hr/> <p>Disclosure log (indicating the information that has been provided in response to requests; recommended as good practice, but may not be held by parish councils)</p> <hr/> <p>Register of members' interests</p>	<p>Information available on the Parish Council's website Bishoptonvillage.co.uk/</p> <p>Further information can be obtained from the Clerk. Les Foggett 20 Stansted Grove, Middleton St George, Darlington DL2 1UU.</p> <p>Telephone: 07974080738 Email clerk@bishoptonvillage.co.uk</p> <p>Please be aware that some information may be available for inspection only.</p>	<p>Electronic Copies free of charge.</p> <p>Hard Copies charged at £0.05 per A4 copy</p>

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Register of gifts and hospitality		
<p>Class 7 – The services we offer</p> <p>Allotments</p> <p>Burial Grounds, Cemeteries, Churchyards and Crematoria</p> <p>Bus Shelters</p> <p>Bye-laws – the power to make bye-laws concerning: baths and washhouses (swimming pools), cycle parks, mortuaries and pleasure grounds</p> <p>Clocks – public clocks can be provided and must be maintained</p> <p>Community Centres, Conference Centres, Halls, Public Buildings</p> <p>Drainage – of ditches and ponds</p> <p>Entertainment and the Arts</p> <p>Footpaths</p> <p>Highways – lighting, parking places, right to enter into discussions about new roads and road widening, consent of parish council required for diversion or discontinuation of highway, traffic signs and other notices, tree planting and verge maintenance</p> <p>Land – acquisition and sale of</p> <p>Litter – provision of litter-bins and support for any anti-litter campaigns</p> <p>Planning – parish councils must be notified of, and display for residents, any planning applications for the area. Any comments submitted to the planning authority by the parish council must be taken into account</p> <p>Postal and Telecommunication Facilities – power to pay a public telecommunications operator any loss sustained in providing services in that area</p> <p>Public conveniences – provision and maintenance of public toilets</p> <p>Recreation – provision of recreation grounds, public walkways, pleasure grounds, open spaces, village greens, gymnasiums, playing fields, holiday camps and boating ponds</p> <p>Rights of Way – footpath and bridleway maintenance</p> <p>Seats (public)</p>	<p>Information available on the Parish Council’s website Bishoptonvillage.co.uk/</p> <p>Further information can be obtained from the Clerk. Les Foggett 20 Stansted Grove, Middleton St George, Darlington DL2 1UU.</p> <p>Telephone: 07974 080738 Emailclerk@bishoptonvillage.co.uk</p> <p>Please be aware that some information may be available for inspection only.</p>	<p>Electronic Copies free of charge.</p> <p>Hard Copies charged at £0.05 per A4 copy</p>

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Signs – danger signs, place names and bus stops signs Tourism – financial contributions to any local tourist organisations allowed Traffic Calming War Memorials Water Supply – power to utilise stream, well or spring water and to provide facilities for general use. ----- Agency agreements ----- Services for which the council is entitled to recover a fee, together with those fees		

Contact details:

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 Clerk to the Parish Council,
 Bishopton Parish Council,
 20 Stansted Grove
 Middleton St George,
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 DL2 1UU.

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SCHEDULE OF CHARGES

This describes how the charges have been arrived at.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 5p per sheet (black & white)	Actual cost
	Postage	Actual cost of Royal Mail standard 2nd class