



Information available from Newstead Parish Council under the ICO model publication scheme

Information to be published	How the information can be obtained	Cost
<p><b>Who we are and what we do</b></p> <p>(Organisational information, structures, locations and contacts)</p>	<p>Can be viewed via the following:</p> <ol style="list-style-type: none"> <li>1. On the Parish council's website <a href="http://www.newsteadparishcouncil.org.uk">www.newsteadparishcouncil.org.uk</a></li> <li>2. Email at <a href="mailto:newsteadclerk@outlook.com">newsteadclerk@outlook.com</a></li> <li>3. By prior arrangement with the Clerk by telephoning 07340 239038</li> </ol>	<p>Information on the website is free of charge.</p> <p>All copies are charged at <b>10p</b> per sheet unless stated plus postage if applicable.</p>
<p>Who's who on the Council and its Committees</p>	<p>Can be viewed via the following:</p> <ol style="list-style-type: none"> <li>1. On the Parish council's website <a href="http://www.newsteadparishcouncil.org.uk">www.newsteadparishcouncil.org.uk</a></li> <li>2. Email at <a href="mailto:newsteadclerk@outlook.com">newsteadclerk@outlook.com</a></li> <li>3. By prior arrangement with the Clerk by telephoning 07340 239038</li> </ol>	<p>As above</p>
<p>Contact details for Parish Clerk and Council members</p>	<p>As above</p>	<p>As above</p>
<p>Location of main Council office and accessibility details</p>	<p>Not Held</p>	<p>N/A</p>
<p>Staffing structure</p>	<p>Not Held</p>	<p>N/A</p>
<p><b>What we spend and how we spend it</b></p> <p>(Financial information about projected and actual income and expenditure, procurement, contracts and financial audit)</p> <p>Current and previous financial year as a minimum</p>	<ol style="list-style-type: none"> <li>1. Email at <a href="mailto:newsteadclerk@outlook.com">newsteadclerk@outlook.com</a></li> <li>2. By prior arrangement with the Clerk by telephoning 07340 239038</li> </ol>	<p>As above</p>
<p>Statement of accounts and internal audit report in the format included in the Annual Return form</p>	<p>Can be viewed via the following:</p> <ol style="list-style-type: none"> <li>1. On the Parish council's website <a href="http://www.newsteadparishcouncil.org.uk">www.newsteadparishcouncil.org.uk</a></li> <li>2. Email at <a href="mailto:newsteadclerk@outlook.com">newsteadclerk@outlook.com</a></li> <li>3. By prior arrangement with the Clerk by telephoning 07340 239038</li> </ol>	<p>As above</p>



Finalised budget & precept	As above	As above
Grants given and received	<ol style="list-style-type: none"> <li>1. Email at <a href="mailto:newsteadclerk@outlook.com">newsteadclerk@outlook.com</a></li> <li>2. By prior arrangement with the Clerk by telephoning 07340 239038</li> </ol>	As above
List of current contracts awarded and value of contract	As above	As above
Members' allowances and expenses	Not applicable	
<b>What our priorities are and how we are doing</b>  (Strategies and plans, performance indicators, audits, inspections and reviews)	Can be viewed via the following: <ol style="list-style-type: none"> <li>1. On the Parish council's website <a href="http://www.newsteadparishcouncil.org.uk">www.newsteadparishcouncil.org.uk</a></li> <li>2. Email at <a href="mailto:newsteadclerk@outlook.com">newsteadclerk@outlook.com</a></li> <li>3. By Prior arrangement with the Clerk by telephoning 07340 239038</li> </ol>	As above
Annual governance statement in format included in the Annual Return form	As above	As above
Parish Plan	Not Held	
Annual Report to Parish or Community Meeting	Can be viewed via the following: <ol style="list-style-type: none"> <li>1. On the Parish council's website <a href="http://www.newsteadparishcouncil.org.uk">www.newsteadparishcouncil.org.uk</a></li> <li>2. Email at <a href="mailto:newsteadclerk@outlook.com">newsteadclerk@outlook.com</a></li> <li>3. By Prior arrangement with the Clerk by telephoning 07340 239038</li> </ol>	As above
Quality status	Not Held	
Local charters drawn up in accordance with DLUHC's guidelines	Not Held	
<b>How we make decisions</b>  (Decision making processes and records of decisions)  Current and previous council year as a minimum	Can be viewed via the following: <ol style="list-style-type: none"> <li>1. On the Parish council's website <a href="http://www.newsteadparishcouncil.org.uk">www.newsteadparishcouncil.org.uk</a></li> <li>2. Email at <a href="mailto:newsteadclerk@outlook.com">newsteadclerk@outlook.com</a></li> <li>3. By Prior arrangement with the Clerk by telephoning 07340 239038</li> </ol>	As above



Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	As above	As above
Agendas of meetings (as above)	As above, plus the current agenda is posted in the parish noticeboard	As above
Minutes of meetings (as above) – exclude material that is properly considered to be exempt from disclosure	As above	As above
Reports presented to council meetings – exclude material that is properly considered to be exempt from disclosure	<ol style="list-style-type: none"> <li>1. Email at <a href="mailto:newsteadclerk@outlook.com">newsteadclerk@outlook.com</a></li> <li>2. By Prior arrangement with the Clerk by telephoning 07340 239038</li> </ol>	As above
Responses to consultation papers	<ol style="list-style-type: none"> <li>1. Email at <a href="mailto:newsteadclerk@outlook.com">newsteadclerk@outlook.com</a></li> <li>2. By Prior arrangement with the Clerk by telephoning 07340 239038</li> </ol>	As above
Responses to planning applications	<ol style="list-style-type: none"> <li>1. Email at <a href="mailto:newsteadclerk@outlook.com">newsteadclerk@outlook.com</a></li> <li>2. By Prior arrangement with the Clerk by telephoning 07340 239038</li> </ol>	As above
Bye-laws	Not Held	
<p><b>Our policies and procedures</b></p> <p>(Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information only</p>	<p>Can be viewed via the following:</p> <ol style="list-style-type: none"> <li>1. On the Parish council’s website <a href="http://www.newsteadparishcouncil.org.uk">www.newsteadparishcouncil.org.uk</a></li> <li>2. Email at <a href="mailto:newsteadclerk@outlook.com">newsteadclerk@outlook.com</a></li> <li>3. By Prior arrangement with the Clerk by telephoning 07340 239038</li> </ol>	As above
<p>Policies and procedures for the conduct of Council business:</p> <ul style="list-style-type: none"> <li>• Procedural standing orders</li> <li>• Delegated authority in respect of officers</li> <li>• Code of Conduct</li> <li>• Policy statements</li> </ul>	As above	As above



<p>Policies and procedures for the provision of services and about the employment of staff:</p> <ul style="list-style-type: none"> <li>• Internal instructions to staff and policies relating to the delivery of services</li> <li>• Equality and diversity policy</li> <li>• Health and safety policy</li> <li>• Recruitment policies and details of current vacancies</li> <li>• Policies and procedures for handling requests for information</li> <li>• Complaints procedures (including those covering requests for information and operating the publication scheme)</li> </ul>	<p>Where held:</p> <ol style="list-style-type: none"> <li>1. Email at <a href="mailto:newsteadclerk@outlook.com">newsteadclerk@outlook.com</a></li> <li>2. By Prior arrangement with the Clerk by telephoning 07340 239038</li> </ol>	<p>As above</p>
<p>Records management, personal data and access to information policies</p> <p>Include information security policies, records retention, destruction and archive policies, and data protection (including data sharing and CCTV usage) policies</p>	<p>As Above where held</p>	<p>As above</p>
<p><b>Lists and Registers</b></p> <p>Currently maintained lists and registers only.</p>	<p>Can be viewed via the following:</p> <ol style="list-style-type: none"> <li>1. On the Parish council’s website <a href="http://www.newsteadparishcouncil.org.uk">www.newsteadparishcouncil.org.uk</a></li> <li>2. Email at <a href="mailto:newsteadclerk@outlook.com">newsteadclerk@outlook.com</a></li> <li>3. By Prior arrangement with the Clerk by telephoning 07340 239038</li> </ol>	<p>As above</p>
<p>Assets register, including details of public land and building assets</p>	<ol style="list-style-type: none"> <li>1. Email at <a href="mailto:newsteadclerk@outlook.com">newsteadclerk@outlook.com</a></li> <li>2. By Prior arrangement with the Clerk by telephoning 07340 239038</li> </ol>	<p>As above</p>
<p>Disclosure log indicating the information provided in response to FOIA and EIR requests. These are recommended as good practice</p>	<p>Not Held</p>	



Register of members' interests	Can be viewed via the following:  1. On the website <a href="http://www.gedling.gov.uk">www.gedling.gov.uk</a> 2. Email at <a href="mailto:newsteadclerk@outlook.com">newsteadclerk@outlook.com</a> 3. By Prior arrangement with the Clerk by telephoning 07340 239038	As above
Register of gifts and hospitality	1. Email at <a href="mailto:newsteadclerk@outlook.com">newsteadclerk@outlook.com</a> 2. By Prior arrangement with the Clerk by telephoning 07340 239038	As above
<b>The services we offer</b>  (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)  Current information only	Can be viewed via the following:  1. On the Parish council's website <a href="http://www.newsteadparishcouncil.org.uk">www.newsteadparishcouncil.org.uk</a> 2. Email at <a href="mailto:newsteadclerk@outlook.com">newsteadclerk@outlook.com</a> 3. By Prior arrangement with the Clerk by telephoning 07340 239038	As above
Allotments	Not Held	
Burial grounds and closed churchyards	Can be viewed via the following:  1. On the Parish council's website <a href="http://www.newsteadparishcouncil.org.uk">www.newsteadparishcouncil.org.uk</a> 2. Email at <a href="mailto:newsteadclerk@outlook.com">newsteadclerk@outlook.com</a> 3. By Prior arrangement with the Clerk by telephoning 07340 239038	As above
Community centres and village halls	Not Held	
Parks, playing fields and recreational facilities	Where held, can be viewed via the following:  1. On the Parish council's website <a href="http://www.newsteadparishcouncil.org.uk">www.newsteadparishcouncil.org.uk</a> 2. Email at <a href="mailto:newsteadclerk@outlook.com">newsteadclerk@outlook.com</a> 3. By Prior arrangement with the Clerk by telephoning 07340 239038	As above
Seating, litter bins, clocks, memorials and lighting	Where held, can be viewed via the following:  1. On the Parish council's website <a href="http://www.newsteadparishcouncil.org.uk">www.newsteadparishcouncil.org.uk</a>	As above



	2. Email at <a href="mailto:newsteadclerk@outlook.com">newsteadclerk@outlook.com</a> 3. By Prior arrangement with the Clerk by telephoning 07340 239038	
Bus shelters	Not held	
Markets	Not held	
Public conveniences	Not held	
Agency agreements	Not held	
Services for which we are entitled to recover a fee and details of those fees (eg burial fees)	Where held, can be viewed by the following:  1. On the Parish council's website <a href="http://www.newsteadparishcouncil.org.uk">www.newsteadparishcouncil.org.uk</a> 2. Email at <a href="mailto:newsteadclerk@outlook.com">newsteadclerk@outlook.com</a> 3. By Prior arrangement with the Clerk by telephoning 07340 239038	As above

## Schedule of charges

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
<b>Disbursement cost</b>	Photocopying @ 10p per sheet (black & white)	Actual cost *
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Statutory Fee</b>		In accordance with the relevant legislation (quote the actual statute)

\* the actual cost incurred by the authority

### Classes of information that are exempt

- Information the disclosure of which is prevented by law, or exempt under the Freedom of Information Act
- Information in draft form
- Information that is no longer available as it is contained in files that have been placed in archive storage, or are difficult to access for similar reasons



This publication scheme was updated in June 2024