

## KNARSDALE WITH KIRKHAUGH PARISH COUNCIL PUBLICATION SCHEME

### INFORMATION FOR PARISHIONERS FROM KNARSDALE WITH KIRKHAUGH PARISH COUNCIL

Your Parish Council is striving to make available Parish Council information on written request to people in the Parish Knarsdale With Kirkhaugh. In so doing, your Council is following the provisions of the Freedom of Information Act 2000. This includes what is called a publication scheme for Town/Parish Councils. Copies of the publication scheme will be available on written request. The publication scheme will be revised/updated from time to time, normally on an annual basis.

Knarsdale With Kirkhaugh Parish Council has a policy of accountability to residents and an aim to be as open and transparent in its dealings as possible. We welcome public interest and involvement in our community local government.

#### **PUBLICATION SCHEME – UNDER THE FREEDOM OF INFORMATION ACT 2000**

The purpose of this publication scheme is to be a means by which the Parish Council can make a significant amount of information available routinely. The scheme will ensure that the Parish Council will publish more information pro-actively and to help it to develop a greater culture of openness and transparency. The authority's key responsibilities are to represent the electorate of its area, to take action within the legal framework and to provide leadership focus for the community.

**Website:** To comply with legislation the Parish Council's is working on a website which will be hosted on the NALC portal. Information on the website can be downloaded if required.

The Parish Council has modest resources; we therefore have to charge for information, to account for some of the costs of production. There may be a charge for staff time, if applicable, (Fees Regulations). We will offer advice and assistance wherever possible to help requesters to narrow their requests down and save them expense. Some information will not be made available because of confidentiality/sensitivity/personal data.

**Requests for information must be made in writing**, addressed to the Clerk, 8, High Ridley, Coanwood, Haltwhistle, Northumberland, NE49 0QU and will be responded to within 20 working days.

**Charges:** Photocopying will be charged at 45p per page. Postage will be 1st Class according to weight.  
Staff time, if applicable, will be charged at £10.00 per hour. Charges will be reviewed annually.  
Cheques payable to 'Knarsdale With Kirkhaugh Parish Council', documents be posted on receipt of cheque.

Information	Available	Charge
Minutes of Meetings, Agendas, Audit Info. Financial transaction recorded in Meeting minutes.	Posted on notice boards as required and website.	Yes – 45p per sheet + postage if copies requested.
Policies and Procedures	Available from Clerk and on website,	Yes – 45p per sheet + postage if copies requested.
Councillors' declaration of acceptance of office / register of interests	Northumberland County Council. Councillors registered interest during Meetings recorded in minutes.	N/A Yes – 45p per sheet + postage if copies requested.