LONG NEWTON PARISH COUNCIL
CLERK MRS MARGARET WHITEHEAD
8 THE YEW WALK LONG NEWTON TS21 1PA
EMAIL - longnewtonpc@btinternet.com
WEB SITE - http://LNPC.chessck.co.uk

Information available from Long Newton Parish Council under the Freedom of Information Act model publication scheme

This template guide covers only information we currently hold. If we do not hold some of the information listed below, we will mark it as 'not held' in the table. 2026

Information to be published	**How the information can be obtained**	**Cost**
Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts) Current information only		
List of Council members and their responsibilities as well a list of Council Committees Details of any representation on local public bodies	Web site and Notice Board Wilson Centre Darlington Rd Council does not have committees	
Postal and email address Contact details for Parish Clerk and Council members Where possible, provide named contacts including contact phone numbers and email addresses	Web site plus Notice Board on The Wilson Centre Darlington Rd will hold some information	
Location of main Council office and accessibility details	N/A	
Staffing structure	Clerk only employee	

Class 2 – What we spend and how we spend it (Financial information about projected and actual income and expenditure, procurement, contracts and financial audit) Current and previous financial year as a minimum		
Statement of accounts and internal audit report in the format included in the Annual Return form	Web Site	
Finalised budget	Web site - for next financial year Clerk	
Precept	Web site Minutes	
Borrowing Approval letter	N/A	
All items of expenditure above £100	Web site	
Financial Standing Orders and Regulations	Web site	
Grants given and received	Web site for current financial year Clerk	
List of current contracts awarded and value of contract	Clerk	
Members' allowances and expenses	N/A	
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews) Current and previous year as a minimum		
Annual governance statement in format included in the Annual Return form	Web site	
Parish Plan	N/A	

Annual Report to Parish or Community Meeting	Website Minutes	
Quality status	N/A	
Local charters drawn up in accordance with DLUHC's guidelines	N/A	
Data Protection impact assessments (in full or summary format) or any other impact assessment (eg Health & Safety Impact Assessment, Equality Impact Assessments etc), as appropriate and relevant	Web site	
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum		
Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	Web site and notice board on The Wilson Centre Darlington Rd	
Agendas of meetings (as above)	As above	
Minutes of meetings (as above) – exclude material that is properly considered to be exempt from disclosure	Web site and notice board on The Wilson Centre Darlington Rd	
Reports presented to council meetings – exclude material that is properly considered to be exempt from disclosure	Web site	
Responses to consultation papers	Web site	
Responses to planning applications	Web site	
Bye-laws	N/A	
Class 5 – Our policies and procedures		

(Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only		
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 • Code of Conduct • Policy statements	Web site Committees N/A	
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 and details of current vacancies • Policies and procedures for handling requests for information • Complaints procedures (including those covering requests for information and operating the publication scheme)	Where applicable web site	
Records management, personal data and access to information policies Include information security policies, records retention, destruction and archive policies, and data protection (including data sharing and CCTV usage) policies	Clerk	
Class 6 – Lists and Registers Currently maintained lists and registers only.		

Information legally required to hold in publicly available registers (in most circumstances existing access provisions will suffice)		
Assets register, including details of public land and building assets	Web site	
Disclosure log indicating the information provided in response to FOIA and EIR requests. These are recommended as good practice	Web site and Clerk	
Register of members' interests	Web site	
Register of gifts and hospitality	Web site if any	
Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only	Clerk	
Allotments	N/A	
Burial grounds and closed churchyards	N/A	
Community centres and village halls	N/A	
Parks, playing fields and recreational facilities	Clerk	
Seating, litter bins, clocks, memorials and lighting	N/A	
Bus shelters	N/A	
Markets	N/A	
Public conveniences	N/A	
Agency agreements	N/A	
Services for which we are entitled to recover a fee and details of those fees (eg burial fees)	N/A	
Additional Information	Clerk	

Information not itemised in the lists above		

Schedule of charges

This describes how the charges have been arrived at and should be published as part of the guide.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying per sheet (black & white)	Actual cost 10p
	Photocopying per sheet (colour)	Actual cost 30p
	Postage	Actual cost of Royal Mail standard 2nd class
Statutory Fee		
Other		

This document was approved by Long Newton Parish Council at the Parish Council Meeting held on 10th March 2026.

Signed……K Hissitt……

Keith Hissitt Chair Long Newton Parish Council