



FREEDOM OF INFORMATION POLICY

Newbiggin by-the-Sea Town Council is proactive in the publication of relevant information for the community and abides by the Freedom of Information Act 2000. Most information is available through the website www.newbiggintowncouncil.gov.uk. Copies of information detailed in the Publication Scheme below can also be requested from the Town Clerk by e-mail TownClerk@newbiggintowncouncil.gov.uk or at The Bungalow, Woodhorn Road, Newbiggin by-the-Sea, NE64 6HG. A small charge may be made for any hard copies.

Information available from the Town Council under the scheme:

Information to be published	How the information can be obtained	Cost
Class1 – Who we are and what we do:		10p per page
Who's who on the Council and its Committees	(website and/or hard copy)	
Contact details for Town Clerk and Council Members	(website and/or hard copy)	
Location of main Council office and accessibility details	(website and/or hard copy)	
Staffing structure	(hard copy)	
Class 2 – What we spend and how we spend it:	Minutes incorporating these decisions available on website	10p per page
Annual return form and report by auditor	(hard copy)	
Finalised budget	(hard copy)	
Precept	(hard copy)	
Borrowing Approval letter	(n/a)	
Financial Standing Orders and Regulations	(hard copy)	
Grants given and received	(hard copy)	

List of current contracts awarded and value	(hard copy)	
Class 3 – What our priorities are and how we are doing:		10p per page
Town Plan (initial five year plan currently being reviewed)	(website and/or hard copy)	
Quality status	(n/a)	
Local charters drawn up in accordance with DCLG guidelines	(n/a)	
Class 4 – How we make decisions:		
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	(website and/or hard copy)	
Agendas of meetings (as above)	(website and/or hard copy)	
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	(website and/or hard copy)	
Reports presented to council meetings – nb this will exclude information that is properly regarded as private to the meeting.	(website and/or hard copy)	
Responses to consultation papers	(hard copy)	
Responses to planning applications	(hard copy)	
Bye-laws, if any	(n/a)	
Class 5 – Our policies and procedures:		10p per page
Policies and procedures for the conduct of council business, including :- Procedural Standing Orders; Code of Conduct; Policies	(hard copy or website when available)	
Policies and procedures for the provision of services and about the employment of staff, including: - Information security policy; Data protection policy; Records management policies (records retention, destruction and archive)	(As such policies are developed they will be added to the website/hard copy)	
Class 6 – Lists and Registers:		10p per page
Currently maintained lists and registers only		
Any publicly available register or list		
Assets Register	(hard copy)	
Register of members' interests	(website and County	

	website/or hard copy)	
Register of gifts and hospitality	(hard copy)	
Class 7 – The services we offer:		
Allotments	(n/a)	
Burial grounds and closed churchyards	(n/a)	
Community centres and village halls	(n/a)	
Parks, playing fields and recreational facilities	(inspection only)	
Seating, litter bins, clocks, memorials and lighting	(inspection only)	
Bus shelters	(inspection only)	
Markets	(n/a)	
Public conveniences	(n/a)	
Agency agreements	(n/a)	
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	(n/a)	
Additional Information -		

Contact details: **Newbiggin by-the-Sea Town Council,
The Bungalow, Woodhorn Road,
Newbiggin by-the-Sea, NE64 6HG**

Email: **TownClerk@newbiggintowncouncil.gov.uk**

Telephone: **01670 851833**

	SCHEDULE OF CHARGES	
TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 10p per sheet (black & white)	Actual cost
	Photocopying @ 20p per sheet (colour)	Actual cost
	Postage	Actual cost
Statutory Fee		Relevant legislation
Other		