

Information available from Tingewick Parish Council under the model publication scheme

Information to be published	How the information can be obtained	Cost
Class1 - Who we are and what we do (Organisational information, structures, locations and contacts)		
Who's who on the Council and its Committees	Website/Hardcopy	
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website/Hardcopy	
Class 2 – What we spend and how we spend it (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)		
Annual return form and report by auditor	Website/Hardcopy	
Finalised budget	Website/Hardcopy	
Precept	Website/Hardcopy	
Financial Standing Orders and Regulations	Website/Hardcopy	
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)		
Parish Plan	Website/Hardcopy	

Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Website/Hardcopy	
Class 4 – How we make decisions (Decision making processes and records of decisions)		
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Website/Hardcopy	
Agendas of meetings (as above)	Website/Hardcopy	
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Website/Hardcopy	
Responses to planning applications	Via AVDC website or inspection	
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 Code of Conduct Policy statements	Website/Hardcopy	
Policies and procedures for the provision of services and about the employment	Tingewick Parish Council	

of staff: Internal 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)	employs only one member of staff, therefore the policies held are minimal	
Data protection policies	Website/Hardcopy	
Schedule of charges)for the publication of information	Website/Hardcopy	
Class 6 – Lists and Registers		
Currently maintained lists and registers only		
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice) Grants of Exclusive Rights of Burial Burials Register	Inspection by prior arrangement with the Parish Clerk	
Assets Register	Website/Hardcopy	
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)	N/A	
Register of members' interests	Website/Hardcopy	

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		
Burial grounds and closed churchyards	Website/Hardcopy	
Parks, playing fields and recreational facilities	Website/Hardcopy	
Seating, litter bins, clocks, memorials and lighting	Website/Hardcopy	
Bus shelters	Website/Hardcopy	
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Website/Hardcopy	

Contact details:

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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 @ 10p per sheet (black & white)	The actual cost of copying will be charged in respect of all requests for disclosure of documents in excess of 20 pages
	Photocopying @ 50p per sheet (colour)	The actual cost of copying will be charged in respect of all requests for disclosure of documents in excess of 20 pages
	Postage	Actual cost of Royal Mail standard 2 nd class or actual cost of Royal Mail first class postage if requested
Statutory Fee		In accordance with the relevant legislation

Other		Any expense incurred as a result of the request for disclosure will be charged in full
	Clerks time	The Clerk's time in respect of dealing with request for disclosure will be charged at £10.00 per hour at the discretion of the Chairman of the Parish Council