



Information available from Tingewick Parish Council under the model publication scheme

| Information to be published | How the information can be obtained |
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| Class1 - Who we are and what we do (Organisational information, structures, locations and contacts) | W = Website NB = Notice Board H = Hard Copy from the Parish Clerk |
| Who's who on the Council and its Committees | W + NB + H |
| Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used)) | W + NB + H |
| Location of main Council office and accessibility details | Office is in Clerk's home - meetings by appointment only. Details on website. |
| Staffing Structure | Clerk is sole employee |
| 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) Current and previous financial year as a minimum. | |
| Annual return form and report by auditor | W + H |
| Finalised budget | W + H |
| Precept | W + H |

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| Financial Standing Orders and Regulations | W + H |
| List of current contracts awarded and value of contract | H |
| 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) | |
| Parish Plan | W + H |
| Annual Report to Parish or Community Meeting (current and previous year as a minimum) | W + H |
| 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, any committee/sub-committee meetings and parish meetings) | W + H |
| Agendas of meetings (as above) | W + H |
| Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting. | W + H |
| Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting. | W + H |
| Responses to consultation papers | W + H |
| Responses to planning applications | Via Buckinghamshire Council website + H |
| Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only | |

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| Policies and procedures for the conduct of council business: Procedural standing orders Committee and sub-committee terms of reference Code of Conduct Policy statements Complaints Procedure Document Retention & Disposal Policy Information security policy Data protection policies Grant Awarding Policy Privacy Policy Social Media & Electronic Communications Policy | W + H |
| Policies and procedures for the provision of services and about the employment 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) | Tingewick Parish Council employs only one member of staff, therefore the policies held are minimal |
| Schedule of charges for the publication of information | W + H |
| 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 |

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| Assets Register | W + H |
| 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 | W + H |
| 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 | W + H |
| Parks, playing fields and recreational facilities | W + H |
| Seating, litter bins, clocks, memorials and lighting | W + H |
| Bus shelters | W + H |
| A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees) | W + H |

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 10 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 10 pages |
| | Postage | Actual cost incurred by Tingewick Parish Council |
| 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 £15.00 per hour at the discretion of the Chairperson of the Parish Council |

Adopted: 13 May 2021 (Item 673)

Reviewed: 22nd April 2026