

## Information available from Tirley Parish Council under the Model Publication Scheme (certain policies may not be available if they have not yet been adopted)

Information to be published	How the information can be obtained	Cost
<b>Class1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts)  This will be current information only  N.B. Councils should already be publishing as much information as possible about how they can be contacted.	website	
Who's who on the Council and its Committees		
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))		
Location of main Council office and accessibility details		
Staffing structure		
<b>Class 2 – What we spend and how we spend it</b> (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)  Current and previous financial year as a minimum	(hard copy and/or email)	20p a sheet
Annual return form and report by auditor		

Finalised budget		
Precept		
Borrowing Approval letter		
Financial Standing Orders and Regulations		
Grants given and received		
List of current contracts awarded and value of contract		
Members' allowances and expenses		
<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)	(hard copy or email)	20p per sheet
Parish Plan (current and previous year as a minimum)		
Annual Report to Parish Meeting (current and previous year as a minimum)		
<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions)	(hard copy or email)	20p a sheet
Current and previous council year as a minimum		
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)		
Agendas of meetings (as above)		
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	website	
Reports presented to council meetings - nb this will exclude information that is properly		

regarded as private to the meeting.		
Responses to consultation papers		
Responses to planning applications		
Bye-laws		
<b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities)  Current information only	(hard copy or email)	20p per sheet
Policies and procedures for the conduct of council business:  Standing Orders Finance Code of Conduct		
Policies and procedures for the provision of services and about the employment of staff:  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)		
Information security policy		

Records management policies (records retention, destruction and archive)		
Data protection policies		
Schedule of charges )for the publication of information)		
<b>Class 6 – Lists and Registers</b>	(hard copy or email; some information may only be available by inspection)	20p per sheet
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)	Also available from TBC	
Assets Register		
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)		
Register of members' interests		
Register of gifts and hospitality		
<b>Class 7 – The services we offer</b>	(hard copy or website; some information may only be available by inspection)	
(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)		
Current information only		
Mini Bus		
Parks, playing fields and recreational facilities		
Seating, litter bins, VAS, grit bins		
Bus shelters		

A summary of services for which the council is entitled to recover a fee, together with those fees		
<b>Additional Information</b> This will provide Councils with the opportunity to publish information that is not itemised in the lists above		

**Contact details: Adeline Raine, [tirleypc@gmail.com](mailto:tirleypc@gmail.com)**

## 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
<b>Disbursement cost</b>	Photocopying @ .20.p per sheet (black & white)	Actual cost *
	Photocopying @ 30..p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Statutory Fee</b>		In accordance with the relevant legislation (quote the actual statute)
<b>Other</b>		

\* the actual cost incurred by the public authority