

Information available from Tetsworth Parish Council under the model publication scheme

Information to be published	How the information can be obtained	Cost
<p>Class1 - Who we are and what we do (Organisational information, structures, locations and contacts)</p> <p>This will be current information only.</p>	(hard copy or website)	
Who's who on the Council and its Committees	Website	Free
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website	Free
Location of main Council office and accessibility details	N/A	N/A
Staffing structure	-	
<p>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)</p> <p>Current and previous financial year as a minimum</p>	(hard copy or website)	
Annual return form and report by auditor	Website	Free
Finalised budget	Website	Free
Precept	Website	Free

Borrowing Approval letter	Hard copy	10p a sheet
Financial Standing Orders and Regulations	Website	Free
Grants given and received	Hard copy	10p a sheet
List of current contracts awarded and value of contract	Hard copy	10p a sheet
Members' allowances and expenses	Hard copy	10p a sheet
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	(hard copy or website)	
Parish Plan (current and previous year as a minimum)	Website	Free
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Website	Free
Quality status	N/A	N/A
Local charters drawn up in accordance with DCLG guidelines	None	
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum	(hard copy or website)	
Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	Website	Free
Agendas of meetings (as above)	Most recent agenda-website	Free

Minutes of meetings (as above) – n.b. this will exclude information that is properly regarded as private to the meeting.	Website	Free
Reports presented to council meetings – n.b. this will exclude information that is properly regarded as private to the meeting.	Hard copy	10p a sheet
Responses to consultation papers	Hard copy	10p a sheet
Responses to planning applications	Website- included within minutes (or SODC site)	Free
Bye-laws	None	
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only	(hard copy or website)	
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	Website None Website- in standing orders Website -	
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	Hard copy	10p a sheet

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)	-	
Information security policy	-	
Records management policies (records retention, destruction and archive)	-	
Data protection policies	-	
Schedule of charges (for the publication of information)	Website	Free
Class 6 – Lists and Registers	(hard copy or website; some information may only be available by inspection)	
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)	None held	
Assets register	Hard copy	10p a sheet
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)	Not held	
Register of members' interests	Website- SODC site	Free
Register of gifts and hospitality	Hard copy	10p a sheet
Class 7 – The services we offer	(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		
Allotments	Hard copy	10p a sheet
Burial grounds and closed churchyards	N/A	-
Community centres and village halls	Website	Free
Parks, playing fields and recreational facilities	Hard Copy	10p a sheet
Seating, litter bins, clocks, memorials and lighting	Hard copy	10p a sheet
Bus shelters	None	-
Markets	N/A	-
Public conveniences	N/A	-
Agency agreements	None	-
Services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Hard copy	10p a sheet
Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above		

Contact details:

Debra Duke, Clerk and RFO
5 Chestnut Close, Medmenham
Marlow, SL7 2SB

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)	Actual cost *
	Photocopying @ 20p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)
Other		

* the actual cost incurred by the public authority