

Information available from Tidbury Green Parish Council under the model publication scheme

Adopted: 21st September 2011 Minute 14.1

Information to be published	How the information can be obtained	Cost
Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts) <i>This will be current information only</i> <i>N.B. Councils should already be publishing as much information as possible about how they can be contacted.</i>		
Who's who on the Council and its Committees	Hard copy from Clerk Website	10p/sheet Free
Contact details for Parish Clerk and Council members (named contacts where possible with telephone numbers and email address (if used))	Hard copy from Clerk Website Noticeboards Newsletters	10p/sheet Free
Location of main Council office and accessibility details		
Staffing structure		
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) <i>Current and previous financial year as a minimum</i>		
Annual return form and report by auditor	Hard copy from Clerk	10p/sheet
Finalised budget	Hard copy from Clerk	10p/sheet
Precept	Hard copy from Clerk	10p/sheet
Borrowing Approval letter		
Financial Standing Orders and Regulations	Hard copy from Clerk Website	10p/sheet Free
Grants given and received	Hard copy from Clerk	10p/sheet
List of current contracts awarded and value of contract	Hard copy from Clerk	10p/sheet
Members' allowances and expenses	Hard copy from Clerk	10p/sheet
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)		
Parish Plan (current and previous year as a minimum)		
Annual Report to Parish Meeting (current and previous year as a minimum)	Hard copy from Clerk Website	10p/sheet Free
Quality status		
Local charters drawn up in accordance with DCLG guidelines		
Class 4 – How we make decisions (Decision making processes and records of decisions) <i>Current and previous council year as a minimum</i>		

Timetable of meetings (Council and parish meetings)	Hard copy from Clerk Website Noticeboards/Newsletters	10p/sheet Free
Agendas of meetings (as above)	Hard copy from Clerk Website Current on notice boards	10p/sheet Free Free
Minutes of meetings (as above) – <i>NB this will exclude information that is properly regarded as private to the meeting.</i>	Hard copy from Clerk Website	10p/sheet Free
Reports presented to council meetings - <i>NB this will exclude information that is properly regarded as private to the meeting.</i>	Hard copy from Clerk	10p/sheet
Responses to consultation papers	Hard copy from Clerk	10p/sheet
Responses to planning applications	Hard copy from Clerk	10p/sheet
Bye laws		
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) <i>Current information only</i>		
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	Hard copy from Clerk Website	10p/sheet Free
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)	Hard copy from Clerk Website	10p/sheet Free
Information security policy		
Records management policies (records retention, destruction & archive)		
Data protection policies	Hard copy from Clerk	10p/sheet
Schedule of charges for the publication of information	Hard copy from Clerk Website	10p/sheet Free
Class 6 – Lists and Registers <i>Currently maintained lists and registers only</i>		
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)		
Assets Register	Hard copy from Clerk	10p/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)	Inspection only	
Register of members' interests	Inspection only	
Register of gifts and hospitality	Inspection only	
Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) <i>Current information only</i>		
Allotments	Inspection only Website	
Burial grounds and closed churchyards		
Community centres and village halls	Inspection only Website	
Parks, playing fields and recreational facilities		
Seating, litter bins, clocks, memorials and lighting		
Bus shelters		
Markets		
Public conveniences		
Agency agreements		
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Hard copy from Clerk Website	10p/sheet Free
Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above		

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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 side (black & white A4 only)	Actual cost incurred by the public authority
Statutory Fee	Postage	Actual cost of Royal Mail standard 2 nd class
Other		In accordance with relevant legislation