

Information available from TIDMARSH WITH SULHAM 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> <p>N.B. Councils should already be publishing as much information as possible about how they can be contacted.</p>	<p>(hard copy and/or website) Web site</p> <p>Hard copy – contact Clerk</p>	<p>Free</p> <p>10p</p>
Who's who on the Council and its Committees	Website (free) or Clerk	10p
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website (free) or Clerk	10p
Location of main Council office and accessibility details	Contact Clerk	
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>	<p>(hard copy and/or website)</p> <p>Hard copy – contact Clerk</p> <p>Hard copy – contact Clerk</p>	<p>10p</p> <p>10p</p>
Annual return form and report by auditor	Hard copy – contact Clerk	£1

Finalised budget	Hard copy – contact Clerk	10p
Precept	“ “	10p
Borrowing Approval letter	N/A	
Financial Standing Orders and Regulations	Hard copy – contact Clerk	10p
Grants given and received	“ “ “	10p
List of current contracts awarded and value of contract	N/A	
Members’ allowances and expenses	Hard copy – contact Clerk	10p
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)	(hard copy or website) Hard copy – contact Clerk	10p
Parish Plan (current and previous year as a minimum)		
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Hard copy – contact Clerk	10p
Quality status	N/A	
Local charters drawn up in accordance with DCLG guidelines	N/A	
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) N/A	
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Website (free) Hard copy – contact Clerk	10p
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 (free) Hard copy – contact Clerk	10p

Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Hard copy – contact Clerk	10p
Responses to consultation papers	“ “	10p
Responses to planning applications	“ “	10p
Bye-laws	Contact District Council	
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) Hard copy – contact Clerk	10p
Policies and procedures for the conduct of council business:	Hard copy – contact Clerk	10p
Procedural standing orders	Hard copy – contact Clerk	10p
Committee and sub-committee terms of reference	“ “	10p
Delegated authority in respect of officers	“ “	10p
Code of Conduct	“ “	10p
Policy statements	“ “	10p
Policies and procedures for the provision of services and about the employment of staff:		
Internal policies relating to the delivery of services	N/A	
Equality and diversity policy	“	
Health and safety policy	“	
Recruitment policies (including current vacancies)	“	
Policies and procedures for handling requests for information	Contact Clerk	10p

Complaints procedures (including those covering requests for information and operating the publication scheme)	Hard copy – contact Clerk	
Information security policy	N/A	
Records management policies (records retention, destruction and archive)	Hard copy – contact Clerk	10p
Data protection policies	“ “ “	10p
Schedule of charges)for the publication of information)	“ “ “	10p
	Website	free
Class 6 – Lists and Registers		
Currently maintained lists and registers only	(hard copy or website; some information may only be available by inspection)	
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)		
Assets Register	Website	10p
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	Contact District Council	
Register of gifts and hospitality	N/A	
Class 7 – The services we offer		
(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)	(hard copy or website; some information may only be available by inspection)	
Current information only	Contact Clerk	Free
Allotments	Contact Clerk	Free
Burial grounds and closed churchyards	N/A	

Community centres and village halls	N/A	
Parks, playing fields and recreational facilities	Contact Clerk	Free
Seating, litter bins, clocks, memorials and lighting	“ “	Free
Bus shelters	“ “	Free
Markets	N/A	
Public conveniences	N/A	
Agency agreements	N/A	
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	N/A	
Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above		

Contact details: Clerk to Tidmarsh with Sulham Parish Council
Sarah Bosley
Tel. 07974 655210
Email: parish_clerk@hotmail.co.uk

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 @ ..p per sheet (black & white)	Actual cost *
	Photocopying @ ..p 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