

Information available from Tingewick Parish Council under the model publication scheme

Information to be published	How the information can be obtained	Cost
Class1 - Who we are and what we do (Organisational information, structures, locations and contacts)		
Who's who on the Council and its Committees	Website/Hardcopy	
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website/Hardcopy	
Location of main Council office and accessibility details	N/A	
Staffing structure	N/A	
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)		
Annual return form and report by auditor	Hardcopy	
Finalised budget	Hardcopy	
Precept	Hardcopy	
Borrowing Approval letter	N/A	
Financial Standing Orders and Regulations	Hardcopy	
Grants given and received	N/A	
List of current contracts awarded and value of contract	N/A	

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	Hardcopy	
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Hardcopy	
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)		
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Hardcopy	
Agendas of meetings (as above)	Hardcopy	
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Hardcopy	
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Hardcopy	
Responses to consultation papers	Hardcopy	
Responses to planning applications	Via AVDC website or inspection	
Bye-laws	N/A	

<p>Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information only</p>		
<p>Policies and procedures for the conduct of council business:</p> <p>Procedural standing orders Code of Conduct Policy statements</p>	Hardcopy	
<p>Policies and procedures for the provision of services and about the employment of staff:</p> <p>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)</p>	Tingewick Parish Council employs only one member of staff, therefore the policies held are minimal	
<p>Data protection policies</p>	Hardcopy	
<p>Schedule of charges)for the publication of information)</p>	Hardcopy	

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	
Assets Register	Hardcopy	
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	Hardcopy	
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) Current information only		
Allotments	Hardcopy	
Burial grounds and closed churchyards	Hardcopy	
Community centres and village halls	N/A	
Parks, playing fields and recreational facilities	Hardcopy	
Seating, litter bins, clocks, memorials and lighting	Hardcopy	
Bus shelters	Hardcopy	
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)	Hardcopy	

Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above	N/A	

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 20 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 20 pages
	Postage	Actual cost of Royal Mail standard 2 nd class or actual cost of Royal Mail first class postage if requested
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 £10.00 per hour at the discretion of the Chairman of the Parish Council