

**Information available from Tiddington with Albury Parish Council under the model publication scheme**

Information to be published	How the information can be obtained
<p><b>Class1 - Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only</b></p>	
<p>Who's who on the Council</p>	<p>Website Hard copy – contact Clerk</p>
<p>Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address - if used))</p>	<p>Website Hard copy – contact Clerk</p>
<p>Location of main Council office and accessibility details</p>	<p>Website</p>
<p><b>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) Current and previous financial year as a minimum</b></p>	
<p>Annual return form and report by auditor</p>	<p>Hard copy – contact Clerk</p>
<p>Finalised budget</p>	<p>Website Hard copy – contact Clerk</p>
<p>Precept</p>	<p>Website Hard copy – contact Clerk</p>
<p>Borrowing Approval letter</p>	<p>Web site Hard copy - contact Clerk</p>
<p>Financial Standing Orders and Regulations</p>	<p>Website Hard copy – contact Clerk</p>
<p>Grants given and received</p>	<p>Website Hard copy – contact Clerk</p>

Members' allowances and expenses	Website Hard copy – contact Clerk
<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)	
Parish Plan (current and previous year as a minimum)	
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Website Hard copy – contact Clerk
Quality status	Website Hard copy – contact Clerk
<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions) Current and previous council year as a minimum	
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Website Hard copy – contact Clerk
Agendas of meetings (as above)	Website Hard copy – contact Clerk
Minutes of meetings (as above) – NB this will exclude information that is properly regarded as private to the meeting.	Website Hard copy – contact Clerk
Reports presented to council meetings - NB this will exclude information that is properly regarded as private to the meeting.	Website Hard copy – contact Clerk
Responses to consultation papers	Website Hard copy – contact Clerk
Responses to planning applications	Website Hard copy – contact Clerk

<p><b>Class 5 – Our policies and procedures</b>  (Current written protocols, policies and procedures for delivering our services and responsibilities)  Current information only</p>	
<p>Policies and procedures for the conduct of council business:</p> <p>Procedural standing orders</p> <p>Delegated authority in respect of officers</p> <p>Code of Conduct</p> <p>Policy statements</p>	<p>Website</p> <p>Hard copy – contact Clerk</p>
<p>Equality and diversity policy</p> <p>Health and safety policy</p> <p>Policies and procedures for handling requests for information</p> <p>Complaints procedures (including those covering requests for information and operating the publication scheme)</p>	<p>Web Site</p> <p>Hard copy – contact Clerk</p>
<p>Information security policy - Information security is dealt with in accordance with current legislation and covers, in particular, items of a confidential nature</p>	<p>Hard copy</p>
<p>Records management policies (records retention, destruction and archive)</p>	<p>Website</p> <p>Hard copy – contact Clerk</p>
<p>Data protection policies</p>	<p>Website</p> <p>Hard copy – contact Clerk</p>
<p>Schedule of charges for the publication of information)  - web site - free, hard copy - 20p per sheet per sheet  + the cost of 2nd class postage.</p>	<p>Web site</p> <p>Hard copy – contact Clerk</p>

<b>Class 6 – Lists and Registers</b>	
Currently maintained lists and registers only	
Assets Register	Website Hard copy – contact Clerk
Register of members' interests - available to view from the Clerk	Hard copy only
Parks, playing fields and recreational facilities	Inspection only
Seating, litter bins, clocks, memorials and lighting	Inspection only
Bus shelters	Inspection only
Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above	
News Letter	Website Hard copy – contact Clerk

### **SCHEDULE OF CHARGES**

This describes how the charges have been arrived at and should be published as part of the guide.

<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b>BASIS OF CHARGE</b>
<b>Disbursement cost</b>	Photocopying @ 20p/50p per sheet (black & white)	Actual cost
	Photocopying @ 20p/50p 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