



## Information available from Tilston Parish Council under the model publication scheme

This guidance gives examples of the kinds of information that we would expect Parish/Community Councils to provide in order to meet their commitments under the model publication scheme.

We would expect Parish Councils to make the information in this definition document available unless:

- it does not hold the information;
- the information is exempt under one of the FOIA exemptions or Environmental Information Regulations exceptions, or its release is prohibited by another statute;
- the information is readily and publicly available from an external website; such information may have been provided by the public authority or on its behalf. The authority must provide a direct link to that information;
- the information is archived, out of date or otherwise inaccessible; or,
- it would be impractical or resource-intensive to prepare the material for routine release.

The guidance is not meant to give an exhaustive list of everything that should be covered by a publication scheme. The legal commitment is to the model publication scheme, and public authorities should look to provide as much information as possible on a routine basis.

Reviewed May 2017

Information to be published	How the information can be obtained	Cost
<p><b>Class1 - Who we are and what we do</b> (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>Website www.tilstonparishcouncil.co.uk</p>	
<p>Who's who on the Council and its Committees</p>	<p>Website www.tilstonparishcouncil.co.uk</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 www.tilstonparishcouncil.co.uk</p>	
<p><b>Class 2 – What we spend and how we spend it</b> (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit) Current and previous financial year as a minimum</p>	<p>Website www.tilstonparishcouncil.co.uk</p>	
<p>Annual return form and report by auditor</p>	<p>Website www.tilstonparishcouncil.co.uk</p>	
<p>Finalised budget</p>	<p>Website www.tilstonparishcouncil.co.uk</p>	
<p>Precept</p>	<p>Website www.tilstonparishcouncil.co.uk</p>	
<p>Borrowing Approval letter</p>	<p>N/A</p>	
<p>Financial Standing Orders and Regulations</p>	<p>Website www.tilstonparishcouncil.co.uk</p>	
<p>Grants given and received</p>	<p>Website www.tilstonparishcouncil.co.uk</p>	
<p>List of current contracts awarded and value of contract</p>	<p>N/A</p>	
<p>Members' allowances and expenses</p>	<p>Website www.tilstonparishcouncil.co.uk</p>	

<p><b>Class 3 – What our priorities are and how we are doing</b>  (Strategies and plans, performance indicators, audits, inspections and reviews)  Current and previous year as a minimum</p>	Website <a href="http://www.tilstonparishcouncil.co.uk">www.tilstonparishcouncil.co.uk</a>	
Parish Plan (current and previous year as a minimum)	Website <a href="http://www.tilstonparishcouncil.co.uk">www.tilstonparishcouncil.co.uk</a>	
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Website <a href="http://www.tilstonparishcouncil.co.uk">www.tilstonparishcouncil.co.uk</a>	
Quality status	N/A	
Local charters drawn up in accordance with DCLG guidelines	N/A	
<p><b>Class 4 – How we make decisions</b>  (Decision making processes and records of decisions)  Current and previous council year as a minimum</p>	Website <a href="http://www.tilstonparishcouncil.co.uk">www.tilstonparishcouncil.co.uk</a>	
Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	Website <a href="http://www.tilstonparishcouncil.co.uk">www.tilstonparishcouncil.co.uk</a>	
Agendas of meetings (as above)	Website <a href="http://www.tilstonparishcouncil.co.uk">www.tilstonparishcouncil.co.uk</a>	
Minutes of meetings (as above) – n.b. this will exclude information that is properly regarded as private to the meeting.	Website <a href="http://www.tilstonparishcouncil.co.uk">www.tilstonparishcouncil.co.uk</a>	
Reports presented to council meetings – n.b. this will exclude information that is properly regarded as private to the meeting.	Website <a href="http://www.tilstonparishcouncil.co.uk">www.tilstonparishcouncil.co.uk</a>	
Responses to consultation papers	Website <a href="http://www.tilstonparishcouncil.co.uk">www.tilstonparishcouncil.co.uk</a>	
Responses to planning applications	Website <a href="http://www.tilstonparishcouncil.co.uk">www.tilstonparishcouncil.co.uk</a>	
Bye-laws	N/A	

<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>Website  <a href="http://www.tilstonparishcouncil.co.uk">www.tilstonparishcouncil.co.uk</a></p>	
<p>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</p>	<p>Website  <a href="http://www.tilstonparishcouncil.co.uk">www.tilstonparishcouncil.co.uk</a></p>	
<p>Policies and procedures for the provision of services and about the employment of staff:</p> <p>Internal instructions to staff and 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>	<p>Website  <a href="http://www.tilstonparishcouncil.co.uk">www.tilstonparishcouncil.co.uk</a></p>	
<p>Information security policy</p>	<p>N/A</p>	
<p>Records management policies (records retention, destruction and archive)</p>	<p>Website  <a href="http://www.tilstonparishcouncil.co.uk">www.tilstonparishcouncil.co.uk</a></p>	
<p>Data protection policies</p>	<p>N/A</p>	
<p>Schedule of charges (for the publication of information)</p>	<p>Website  <a href="http://www.tilstonparishcouncil.co.uk">www.tilstonparishcouncil.co.uk</a></p>	

<p><b>Class 6 – Lists and Registers</b></p> <p>Currently maintained lists and registers only</p>	<p>Website www.tilstonparishcouncil.co.uk</p>	
<p>Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)</p>		
<p>Assets register</p>	<p>Website www.tilstonparishcouncil.co.uk</p>	
<p>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)</p>	<p>N/A</p>	
<p>Register of members' interests</p>	<p>Website www.tilstonparishcouncil.co.uk</p>	
<p>Register of gifts and hospitality</p>		
<p><b>Class 7 – The services we offer</b> (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)</p> <p>Current information only</p>	<p>N/A</p>	
<p>Parks, playing fields and recreational facilities</p>		
<p>Seating, litter bins, clocks, memorials and lighting</p>		
<p>Bus shelters</p>		
<p><b>Additional Information</b> This will provide Councils with the opportunity to publish information that is not itemised in the lists above</p>	<p>Website www.tilstonparishcouncil.co.uk</p>	

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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.

<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b>BASIS OF CHARGE</b>
<b>Disbursement cost</b>	Photocopying @ 15p per sheet (black & white)	Actual cost *
	Photocopying @ 20p 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 (quote the actual statute)
<b>Other</b>		

\* the actual cost incurred by the public authority