



Tivetshall Parish Council

TIVETSHALL PARISH COUNCIL

PUBLICATION SCHEME

Please note, this is a working document and subject to amendment at any time

Version Control

Adopted: Parish Council meeting - 12/02/13, Item 16

Reviewed:



***Information available from Tivetshall 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) 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>	(Hard copy or website)	
Who's who on the Council and its Committees	From the Clerk / Website	10p per page / Free
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	From the Clerk / Website	10p per page / Free
Location of main Council office and accessibility details	From the Clerk / Website	10p per page / Free
Staffing structure	From the Clerk	10p per page
<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>	(Hard copy or website)	
Annual return form and report by auditor	From the Clerk / Website	10p per page / Free
Finalised budget	From the Clerk / Website	10p per page / Free
Precept	From the Clerk	10p per page
Borrowing Approval letter	From the Clerk	10p per page
Financial Standing Orders and Regulations	From the Clerk / Website	10p per page / Free
Grants given and received	From the Clerk	£10.00 per hour to collate info
List of current contracts awarded and value of contract	From the Clerk / Website	£10.00 per hour to collate info
Members' allowances and expenses	From the Clerk /Website	£10.00 per hour to collate info



Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)	(Hard copy or website)	
Parish Plan (current and previous year as a minimum)	From the Clerk / Website	10p per page / Free
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	From the Clerk / Website	10p per page / Free
Quality status	From the Clerk	10p per page
Local charters drawn up in accordance with DCLG guidelines	From the Clerk	10p per page
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)	
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	From the Clerk / Website	10p per page / Free
Agendas of meetings (as above)	From the Clerk / Website	10p per page / Free
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	From the Clerk / Website	10p per page / Free
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	From the Clerk / Website	10p per page / Free
Responses to consultation papers	From the Clerk	10p per page
Responses to planning applications	From the Clerk	10p per page
Bye-laws	From the Clerk / Website	10p per page / Free
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)	
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	From the Clerk / Website	10p per page / 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)	From the Clerk / Website	10p per page / Free
Information security policy	From the Clerk / Website	10p per page / Free
Records management policies (records retention, destruction and archive)	From the Clerk / Website	10p per page / Free
Data protection policies	From the Clerk / Website	10p per page / Free
Schedule of charges (for the publication of information)	From the Clerk / Website	10p per page / 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)	From the Clerk	10p per page
Assets Register	From the Clerk	10p per page
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)	From the Clerk	10p per page
Register of members' interests	From the Clerk	http://www.south-norfolk.gov.uk/
Register of gifts and hospitality	From the Clerk	10p per page
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	(hard copy or website; some information may only be available by inspection)	



Allotments	From the Clerk	£10.00 per hour to collate info
Burial grounds and closed churchyards	From the Clerk	£10.00 per hour to collate info
Community centres and village halls	From the Clerk	£10.00 per hour to collate info
Parks, playing fields and recreational facilities	From the Clerk	£10.00 per hour to collate info
Seating, litter bins, clocks, memorials and lighting	From the Clerk	£10.00 per hour to collate info
Bus shelters	From the Clerk	£10.00 per hour to collate info
Markets	From the Clerk	£10.00 per hour to collate info
Public conveniences	From the Clerk	£10.00 per hour to collate info
Agency agreements	From the Clerk	£10.00 per hour to collate info
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	From the Clerk	£10.00 per hour to collate info
Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above	From the Clerk	£10.00 per hour to collate info



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 - Black and white	Actual cost * *
	Photocopying - Colour	Actual cost **
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation. Where information has to be collated the charge is £10 per person per hour to a maximum of £250.
Other		£10.00 hourly

*Where applicable

** The actual cost incurred by the public authority

Contact details:

Alex Pullen

Northridge House, North Green Road, Pulham St Mary, Norfolk, IP21 4YG

Tel: 079 55 66 9991

E-mail: tivetshall@btinternet.com

Visits by appointment