

Tarvin Parish Council

Information available 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) This will be current information only.	(hard copy or website)	
Who's who on the Council and its Committees	Website	Free
Contact details for Parish Clerk and Council members with telephone numbers and email address (if used)	Website	Free
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		
Annual return form and report by auditor	Hard Copy	20p per A4 sheet
Finalised budget	Hard Copy	20p per A4 sheet
Precept	Hard Copy	20p per A4 sheet
Financial Standing Orders	Hard Copy or Website	20p per A4 sheet
Grants given and received	Hard Copy	20p per A4 sheet
List of current contracts awarded and value of contract	Hard Copy	20p per A4 sheet

Members' allowances and expenses	Hard Copy	20p per A4 sheet
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews) Current and previous year as a minimum		
Annual Report to Parish Meeting (current and previous year as a minimum)	Hard Copy or Website	20p per A4 sheet
Parish Plan	Hard Copy or Website	20p per A4 sheet
Village Design Statement	Hard Copy or Website	20p per A4 sheet
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum		
Timetable of meetings (Council and any committee meetings and parish meetings)	Hard Copy	20p per A4 sheet
Agendas of meetings (as above)	Hard Copy or Website	20p per A4 sheet
Minutes of meetings (as above) – nb this will exclude any information that is properly regarded as private to the meeting.	Hard Copy or Website	20p per A4 sheet
Reports presented to council meetings – nb this will exclude any information that is properly regarded as private to the meeting.	Hard Copy or Website	20p per A4 sheet
Responses to consultation papers	Hard Copy	20p per A4 sheet
Responses to planning applications	Hard Copy or Website	20p per A4 sheet

<p>Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only</p>	(hard copy or website)	
Policies and procedures for the conduct of council business: Procedural standing orders Committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements	Hard Copy or Website Hard Copy Hard Copy Hard Copy or Website Hard Copy	20p per A4 sheet 20p per A4 sheet 20p per A4 sheet 20p per A4 sheet 20p per A4 sheet
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 policy Policies and procedures for handling requests for information Complaints procedures	Hard Copy Hard Copy Hard Copy Hard Copy Hard Copy Hard Copy	20p per A4 sheet 20p per A4 sheet 20p per A4 sheet 20p per A4 sheet 20p per A4 sheet 20p per A4 sheet
Information security policy	Hard Copy	20p per A4 sheet
Records management policies (records retention, destruction and archive)	Hard Copy	20p per A4 sheet
Data protection policies	Hard Copy	20p per A4 sheet
Schedule of charges (for the publication of information)	Hard Copy	20p per A4 sheet
<p>Class 6 – Lists and Registers Currently maintained lists and registers only</p>		

Any publicly available register or list	Hard Copy	20p per A4 sheet
Assets register	Hard Copy	20p per A4 sheet
Disclosure log	Hard Copy	20p per A4 sheet
Register of members' interests	Hard Copy or Website	20p per A4 sheet
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		
Newsletters	Hard Copy or Website	20p per A4 sheet
Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above		

Contact details:

Mr M Hassall
Parish Clerk
Roy Cottage
Townfield Lane
Tarvin
Chester
CH3 8EG

SCHEDULE OF CHARGES

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

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 10p per sheet	Estimated cost of paper/machine/time
	Postage	Actual cost of Royal Mail standard 2nd class
Statutory Fee		In accordance with the relevant legislation (Freedom of Information Act 2000)
Other		

Adopted on 27th June 2016