



## Information made available from Tollerton Parish Council Under the model publication scheme

Information to be published	How the information can be obtained	Cost
<b>Class1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts)		
Who's who on the Council and its Committees	<a href="http://www.tollertonparishcouncil.gov.uk">www.tollertonparishcouncil.gov.uk</a>	free
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	<a href="http://www.tollertonparishcouncil.gov.uk">www.tollertonparishcouncil.gov.uk</a>	free
Location of main Council office and accessibility details	<a href="http://www.tollertonparishcouncil.gov.uk">www.tollertonparishcouncil.gov.uk</a>	free
Staffing structure	not applicable	
<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		
Annual return form and report by auditor	by request to parish clerk	£
Finalised budget	by request to parish clerk	£
Precept	<a href="http://www.rushcliffe.gov.uk">www.rushcliffe.gov.uk</a>	free
Borrowing Approval letter	not applicable	
Financial Standing Orders and Regulations	<a href="http://www.tollertonparishcouncil.gov.uk">www.tollertonparishcouncil.gov.uk</a>	free
Grants given and received	<a href="http://www.tollertonparishcouncil.gov.uk">www.tollertonparishcouncil.gov.uk</a>	free
List of current contracts awarded and value of contract	<a href="http://www.tollertonparishcouncil.gov.uk">www.tollertonparishcouncil.gov.uk</a>	free

Members' allowances and expenses	<a href="http://www.tollertonparishcouncil.gov.uk">www.tollertonparishcouncil.gov.uk</a>	free

<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		
Parish Plan (current and previous year as a minimum)	<a href="http://www.tollertonparishcouncil.gov.uk">www.tollertonparishcouncil.gov.uk</a>	free
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	<a href="http://www.tollertonparishcouncil.gov.uk">www.tollertonparishcouncil.gov.uk</a>	free
Quality status	<a href="http://www.tollertonparishcouncil.gov.uk">www.tollertonparishcouncil.gov.uk</a>	free
Local charters drawn up in accordance with DCLG guidelines	not applicable	
<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 and any committee/sub-committee meetings and parish meetings)	<a href="http://www.tollertonparishcouncil.gov.uk">www.tollertonparishcouncil.gov.uk</a>	Free
Agendas of meetings (as above)	<a href="http://www.tollertonparishcouncil.gov.uk">www.tollertonparishcouncil.gov.uk</a>	Free
Minutes of meetings (as above) – n.b. this will exclude information that is properly regarded as private to the meeting.	<a href="http://www.tollertonparishcouncil.gov.uk">www.tollertonparishcouncil.gov.uk</a>	Free
Reports presented to council meetings – n.b. this will exclude information that is properly regarded as private to the meeting.	<a href="http://www.tollertonparishcouncil.gov.uk">www.tollertonparishcouncil.gov.uk</a>	Free
Responses to consultation papers	<a href="http://www.tollertonparishcouncil.gov.uk">www.tollertonparishcouncil.gov.uk</a>	Free
Responses to planning applications	<a href="http://www.rushcliffe.gov.uk">www.rushcliffe.gov.uk</a>	Free
Bye-laws	not applicable	
<b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities). Current information only		
Policies and procedures for the conduct of council business: <ul style="list-style-type: none"> <li>• Procedural standing orders</li> <li>• Committee and sub-committee terms of reference</li> <li>• Delegated authority in respect of officers</li> <li>• Code of Conduct</li> </ul>	<a href="http://www.tollertonparishcouncil.gov.uk">www.tollertonparishcouncil.gov.uk</a>	free

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| • Policy statements |  |  |
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Policies and procedures for the provision of services and about the employment of staff: <ul style="list-style-type: none"> <li>• Internal instructions to staff and policies relating to the delivery of services</li> <li>• Equality and diversity policy</li> <li>• Health and safety policy</li> <li>• Recruitment policies (including current vacancies)</li> <li>• Policies and procedures for handling requests for information</li> <li>• Complaints procedures (including those covering requests for information and operating the publication scheme)</li> </ul>	<a href="http://www.tollertonparishcouncil.gov.uk">www.tollertonparishcouncil.gov.uk</a> where applicable or inspection by request to parish clerk	free
Information security policy	by request to parish clerk	£
Records management policies (records retention, destruction and archive)	by request to parish clerk	£
Data protection policies	by request to parish clerk	£
Schedule of charges (for the publication of information)	<a href="http://www.tollertonparishcouncil.gov.uk">www.tollertonparishcouncil.gov.uk</a>	Free
<b>Class 6 – Lists and Registers</b> 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)	not applicable	
Assets register	inspection by request to parish clerk	free
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)	not applicable	
Register of members' interests	<a href="http://www.rushcliffe.gov.uk">www.rushcliffe.gov.uk</a>	free
Register of gifts and hospitality	not applicable	

<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) Current information only		
Allotments	<a href="http://www.tollertonparishcouncil.gov.uk">www.tollertonparishcouncil.gov.uk</a>	free
Burial grounds and closed churchyards	Not applicable	
Community centres and village halls	<a href="http://www.tollertonparishcouncil.gov.uk">www.tollertonparishcouncil.gov.uk</a>	free
Parks, playing fields and recreational facilities	<a href="http://www.tollertonparishcouncil.gov.uk">www.tollertonparishcouncil.gov.uk</a>	free
Seating, litter bins, clocks, memorials and lighting	<a href="http://www.tollertonparishcouncil.gov.uk">www.tollertonparishcouncil.gov.uk</a>	free
Bus shelters	<a href="http://www.tollertonparishcouncil.gov.uk">www.tollertonparishcouncil.gov.uk</a>	free
Markets	<a href="http://www.tollertonparishcouncil.gov.uk">www.tollertonparishcouncil.gov.uk</a>	free
Public conveniences	<a href="http://www.tollertonparishcouncil.gov.uk">www.tollertonparishcouncil.gov.uk</a>	free
Agency agreements	not applicable	
Services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	<a href="http://www.tollertonparishcouncil.gov.uk">www.tollertonparishcouncil.gov.uk</a>	free
<b>Additional Information</b> This will provide Councils with the opportunity to publish information that is not itemised in the lists above		

#### 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
<b>Disbursement cost</b>	Photocopying @ 25p per sheet (black & white)	Printing costs
	Photocopying @ 100p per sheet (colour)	Printing costs
	Postage starting at 50p	Cost of Royal Mail standard 2 <sup>nd</sup> class
	Packaging starting at 50p	Cost of non standard A5 / A4 envelope or additional packaging
<b>Clerks time</b>	£10 per half hour	Staffing cost

\* the actual cost incurred by the public authority