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|  | Information made available from Tollerton Parish CouncilUnder the model publication scheme |

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| **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) |  |  |
| Who’s who on the Council and its Committees | [www.tollertonparishcouncil.gov.uk](http://www.tollertonparishcouncil.gov.uk) | free |
| Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used)) | [www.tollertonparishcouncil.gov.uk](http://www.tollertonparishcouncil.gov.uk) | free |
| Location of main Council office and accessibility details | [www.tollertonparishcouncil.gov.uk](http://www.tollertonparishcouncil.gov.uk) | free |
| Staffing structure | not applicable |  |
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| **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 | by request to parish clerk | £ |
| Finalised budget | by request to parish clerk | £ |
| Precept | [www.rushcliffe.gov.uk](http://www.rushcliffe.gov.uk) | free |
| Borrowing Approval letter | not applicable |  |
| Financial Standing Orders and Regulations | [www.tollertonparishcouncil.gov.uk](http://www.tollertonparishcouncil.gov.uk) | free |
| Grants given and received | [www.tollertonparishcouncil.gov.uk](http://www.tollertonparishcouncil.gov.uk) | free |
| List of current contracts awarded and value of contract | [www.tollertonparishcouncil.gov.uk](http://www.tollertonparishcouncil.gov.uk) | free |
| Members’ allowances and expenses | [www.tollertonparishcouncil.gov.uk](http://www.tollertonparishcouncil.gov.uk) | free |
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| **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 |  |  |
| Parish Plan (current and previous year as a minimum) | [www.tollertonparishcouncil.gov.uk](http://www.tollertonparishcouncil.gov.uk) | free |
| Annual Report to Parish or Community Meeting (current and previous year as a minimum) | [www.tollertonparishcouncil.gov.uk](http://www.tollertonparishcouncil.gov.uk) | free |
| Quality status | [www.tollertonparishcouncil.gov.uk](http://www.tollertonparishcouncil.gov.uk) | free |
| Local charters drawn up in accordance with DCLG guidelines | not applicable |  |
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| **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/sub-committee meetings and parish meetings) | [www.tollertonparishcouncil.gov.uk](http://www.tollertonparishcouncil.gov.uk) | Free |
| Agendas of meetings (as above) | [www.tollertonparishcouncil.gov.uk](http://www.tollertonparishcouncil.gov.uk) | Free |
| Minutes of meetings (as above) – n.b. this will exclude information that is properly regarded as private to the meeting. | [www.tollertonparishcouncil.gov.uk](http://www.tollertonparishcouncil.gov.uk) | Free |
| Reports presented to council meetings – n.b. this will exclude information that is properly regarded as private to the meeting. | [www.tollertonparishcouncil.gov.uk](http://www.tollertonparishcouncil.gov.uk) | Free |
| Responses to consultation papers | [www.tollertonparishcouncil.gov.uk](http://www.tollertonparishcouncil.gov.uk) | Free |
| Responses to planning applications | [www.rushcliffe.gov.uk](http://www.rushcliffe.gov.uk) | Free |
| Bye-laws | not applicable |  |
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| **Class 5 – Our policies and procedures**  (Current written protocols, policies and procedures for delivering our services and responsibilities). Current information only |  |  |
| 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 | [www.tollertonparishcouncil.gov.uk](http://www.tollertonparishcouncil.gov.uk) | free |

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| Policies and procedures for the provision of services and about the employment of staff:   * 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) | [www.tollertonparishcouncil.gov.uk](http://www.tollertonparishcouncil.gov.uk) 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) | [www.tollertonparishcouncil.gov.uk](http://www.tollertonparishcouncil.gov.uk) | Free |
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| **Class 6 – Lists and Registers**  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 | [www.rushcliffe.gov.uk](http://www.rushcliffe.gov.uk) | free |
| Register of gifts and hospitality | not applicable |  |
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| **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 |  |  |
| Allotments | [www.tollertonparishcouncil.gov.uk](http://www.tollertonparishcouncil.gov.uk) | free |
| Burial grounds and closed churchyards | Not applicable |  |
| Community centres and village halls | [www.tollertonparishcouncil.gov.uk](http://www.tollertonparishcouncil.gov.uk) | free |
| Parks, playing fields and recreational facilities | [www.tollertonparishcouncil.gov.uk](http://www.tollertonparishcouncil.gov.uk) | free |
| Seating, litter bins, clocks, memorials and lighting | [www.tollertonparishcouncil.gov.uk](http://www.tollertonparishcouncil.gov.uk) | free |
| Bus shelters | [www.tollertonparishcouncil.gov.uk](http://www.tollertonparishcouncil.gov.uk) | free |
| Markets | [www.tollertonparishcouncil.gov.uk](http://www.tollertonparishcouncil.gov.uk) | free |
| Public conveniences | [www.tollertonparishcouncil.gov.uk](http://www.tollertonparishcouncil.gov.uk) | free |
| Agency agreements | not applicable |  |
| Services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees) | [www.tollertonparishcouncil.gov.uk](http://www.tollertonparishcouncil.gov.uk) | free |
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| **Additional Information**  This will provide Councils with the opportunity to publish information that is not itemised in the lists above |  |  |
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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.

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| **TYPE OF CHARGE** | **DESCRIPTION** | **BASIS OF CHARGE** |
| **Disbursement cost** | Photocopying @ 25p per sheet (black & white) | Printing costs |
|  | Photocopying @ 100p per sheet (colour) | Printing costs |
|  | Postage starting at 50p | Cost of Royal Mail standard 2nd class |
|  | Packaging starting at 50p | Cost of non standard A5 / A4 envelope or additional packaging |
| **Clerks time** | £10 per half hour | Staffing cost |

\* the actual cost incurred by the public authority