

Information available from Titchmarsh Parish Council under the model publication scheme

reviewed March 2017

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)</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>	(hard copy and/or website)	
Who's who on the Council and its Committees	Web site www.titchmarsh.info	Free
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Web site Clerk Mrs Amanda Claxton 52 Hillfield Road, Oundle Peterborough PE8 4QP titchmarshclerk@aol.co.uk Tel: 01832 731869	Free
Location of main Council office and accessibility details	Via the Clerk meetings by appointment	Free
Staffing structure	Only employee is the Clerk	

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	(hard copy and/or website)	
Annual return form and report by auditor	Web site	
Finalised budget	Web site in the minutes	Free
Precept	Hard copy	10p per sheet
Borrowing Approval letter	Not applicable	
Financial Standing Orders and Regulations	Web site or hard copy	Free or 10p per copy
Grants given and received	Hard copy	10p per sheet
List of current contracts awarded and value of contract	On request from the clerk – hard copy	10p per sheet
Members' allowances and expenses	Hard copy	10p per sheet
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)	Web site	Free
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Web site	Free

Quality status	Not applicable	
Local charters drawn up in accordance with DCLG guidelines	Not applicable	
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)	Web site or detailed on parish notice board	Free
Agendas of meetings (as above)	Web site. On parish notice board 3 clear days before the meeting	Free
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Hard copy from the clerk three clear days before the meeting or at the meeting	10p per sheet
Responses to consultation papers	Hard copy or see minutes	10p per sheet
Responses to planning applications	Hard copy or see minutes	10p per sheet
Bye-laws	None	10p per sheet

Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services	(hard copy or website)	
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	Web site Not applicable Not applicable Web site Not applicable	Free 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)	Not applicable Not applicable Not applicable Not applicable Website Web site	 Free
Information security policy	Web Site	Free

Records management policies (records retention, destruction and archive)	Web site	Free
Data protection policies	Web site	Free
Schedule of charges)for the publication of information)	Web site and contained within this document	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)	None	
Assets Register	Web site	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)	Hard copy	10p per sheet
Register of members' interests	Hard Copy	10p per sheet
Register of gifts and hospitality	Hard copy	10p per 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	(hard copy or website; some information may only be available by inspection)	

Allotments	Hard copy	10p per sheet
Burial grounds and closed churchyards	Not applicable	
Community centres and village halls	Not applicable	
Parks, playing fields and recreational facilities	Hard copy. Playing Field run by Titchmarsh Playing Field Association	10p per sheet
Seating, litter bins, clocks, memorials and lighting	Hard copy	10p per sheet
Bus shelters	Not applicable	
Markets	Not applicable	
Public conveniences	Not applicable	
Agency agreements	Not applicable	
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Not applicable	
Additional Information		
This will provide Councils with the opportunity to publish information that is not itemised in the lists above		

COMPLAINTS PROCEDURE

The Council would normally expect the Clerk or a named officer to understand what information you have asked for and be able to tell you where you can find it. If the information you receive is not what you asked for, you should first contact the Clerk or named officer. If the information is not available, you will be told why.

If you believe that the Council has not dealt with your request fairly and cannot deal with it satisfactorily on an informal basis, you should follow Titchmarsh Parish Councils complaints procedure. You can get the details of this procedure from the Clerk (details as above) or visit www.titchmarsh.info so you can download the complaints procedure.

If you have followed our complaints procedure and are still not happy with how we have dealt with your request, you may also contact the Information Commissioners Office to ask them to investigate this matter further.

Contact details:

**Amanda Claxton - Clerk to Titchmarsh Parish council, c/o 52 Hillfield Road, Oundle, Peterborough
PE8 4QP 07724 850686.
titchmarshclerk@aol.co.uk**

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 @ .10.p per sheet (black & white)	Actual cost *
	Photocopying @ .40.p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation
Other		

* the actual cost incurred by the public authority

Revised version in accordance with ICO updated publication Scheme June 2014