

Information available from Tarporley Parish Council 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 N.B. Councils should already be publishing as much information as possible about how they can be contacted.		
Who's who on the Council and its Committees	Website, notice board, newsletter or hardcopy see below	See below
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))		
Location of main Council office and accessibility details		
Staffing structure		
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	Hardcopy see below	See below
Finalised budget	Website or hardcopy see below	
Precept	Website (minutes) or hardcopy see below	
Borrowing Approval letter	None, Not Applicable	
Financial Standing Orders and Regulations	Website or hardcopy see below	
Grants given and received	Website (minutes) or hardcopy see below	
List of current contracts awarded and value of contract	Hardcopy see below	
Members' allowances and expenses	Website (minutes) or hardcopy see below	
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)		

Parish Plan (current and previous year as a minimum)	Website or hardcopy see below	See below
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Website or hardcopy see below	
Quality status	Website or hardcopy see below	
Local charters drawn up in accordance with DCLG guidelines	Website or hardcopy see below	
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, any committee/sub-committee meetings and parish meetings)	Website, notice board or hardcopy see below	See below
Agendas of meetings (as above)	Website, notice board or hardcopy see below	
Minutes of meetings (as above) – NB this will exclude information that is properly regarded as private to the meeting.	Website, notice board or hardcopy see below	
Reports presented to council meetings - NB this will exclude information that is properly regarded as private to the meeting.	Hardcopy see below	
Responses to consultation papers	Website (minutes) or hardcopy see below	
Responses to planning applications	Website (minutes) or hardcopy see below	
Bye-laws	None, Not Applicable	
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:	Website or hardcopy see below	

Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements		
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)	The Council employs one member of staff. Where necessary policy documents exist they are available as hard copy.	See below
Information security policy		
Records management policies (records retention, destruction and archive)		
Data protection policies		
Schedule of charges (for the publication of information)	See below	
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)		
Assets Register	Hardcopy see below	See below
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)	F.O.I. requests only, Inspection	
Register of members' interests	Inspection	
Register of gifts and hospitality	Inspection	
Declarations of interest log book	Inspection	

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	None, Not Applicable	See below
Burial grounds and closed churchyards	Website or hardcopy see below	
Community centres and village halls	None, Not Applicable	
Parks, playing fields and recreational facilities	Hardcopy see below	
Seating, litter bins, clocks, memorials and lighting	Hardcopy see below	
Bus shelters	Hardcopy see below	
Markets	None, Not Applicable	
Public conveniences	None, Not Applicable	
Agency agreements	None, Not Applicable	
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Burial ground, Schedule of charges (for the publication of information)	
Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above		

Contact details:

Parish Council Clerk: John Macdonald, Chartwood House, 20 Nantwich Rd, Tarporley, CW6 9UW, phone 01829 733496, email parishclerk@tarporley.org.uk

Website www.tarporley.org.uk

Information types / sources

Hard Copy, all information except those marked “**inspection**” can upon request be supplied as hard copy. Most information is held in electronic format and so can be viewed on the **Website** or provide as copy emails or electronic documents in MSWord, PDF or HTML all by email upon request to the Clerk. Requests for actual **Hard Copy** will be supplied by post as paper copies.

Documents available as **inspection** are original paper or book form items that can be inspected by arrangement with the Clerk.

The **notice board** is located on the High Street, Tarporley outside the “new shops” 94A High Street opposite the “Old Fire Station Chocolate Shop”.

The Newsletter is published in the “Tarporley Talk” monthly free magazine and copies are placed on the website.

The **Website** is www.tarporley.org.uk, relevant information is mostly on the services, councillors, meetings and publications pages.

The Clerk will advise on availability and sources of information upon request.

SCHEDULE OF CHARGES

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

Charge for copies 10p per A4 sheet plus £1 postage plus excess postage over basic rate, cheque payable to Tarporley Parish Council

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 10.p per sheet (black & white)	Actual cost * 10p
	Photocopying @ ..p per sheet (colour)	Actual cost
	Postage £1	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)
Other		

* the actual cost incurred by the public authority

January 2009