

Information available from Mary Tavy Parish Council under the model publication scheme

Information to be published	How the information can be obtained	Cost (sheet is single sided)
Class 1 - 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.	Website / Hard Copy	Free/10p per sheet
Who's who on the Council and its Committees	Notice board /Website / Hard Copy	Free/ Free/10p per sheet
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website / Hard Copy	Free/ Free/10p per sheet
Location of main Council office and accessibility details	Website / Hard Copy	Free/10p per sheet
Staffing structure	Website / Hard Copy	Free/10p per sheet
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	10p per sheet
Annual return form and report by auditor	Noticeboard /Website/ Hard Copy	Free/10p per sheet
Finalised budget	Website/Hardcopy	Free/10p per sheet
Precept	Website/Hardcopy	Free/10p per sheet
Borrowing Approval letter	n/a	n/a
Financial Standing Orders and Regulations	Hardcopy	10p per sheet
Grants given and received	Website/Hardcopy	Free/10p per sheet
List of current contracts awarded and value of contract	Website/Hardcopy	Free/10p per sheet
Members' allowances and expenses	Website/Hardcopy	Free/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)	
Community Plan	Website/Hardcopy	Free/10p per sheet
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Website/Hardcopy	Free/10p per sheet
Quality status	n/a	n/a
Local charters drawn up in accordance with DCLG guidelines	n/a	N/a

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)	Website/Hardcopy	Free/10p per sheet
Agendas of meetings (as above)	Website/Hardcopy	Free/10p per sheet
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Website/Hardcopy	Free/10p per sheet
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Website/Hardcopy	Free/10p per sheet
Responses to consultation papers	Website/Hardcopy	Free/10p per sheet
Responses to planning applications	Website/Hardcopy	Free/10p per sheet
Bye-laws	Website/Hardcopy	Free/10p per sheet
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only	(hard copy or website)	
Policies and procedures for the conduct of council business: <ul style="list-style-type: none"> • Procedural standing orders • Committee and sub-committee terms of reference • Delegated authority in respect of officers • Code of Conduct • Policy statements 	Hard Copy Only	10p per sheet
Policies and procedures for the provision of services and about the employment of staff: <ul style="list-style-type: none"> • 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) 	Hard Copy Only (where applicable.)	10p per sheet
Information security policy	Inspection Only	Free
Records management policies (records retention, destruction and archive)	Inspection Only	Free
Data protection policies	Inspection Only	Free
Schedule of charges (for the publication of information)	Inspection Only	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)	Inspection only	Free
Assets Register	Inspection only	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)	Inspection only	Free
Register of members' interests	Inspection only	Free
Register of gifts and hospitality	Inspection only	Free
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	n/a	n/a
Burial grounds	Notice Board / Hard Copy	Free/10p per sheet
Community centres and village halls	n/a	
Parks, playing fields and recreational facilities	n/a	
Seating, litter bins, clocks, memorials and lighting	n/a	
Bus shelters	n/a	
Markets	n/a	
Public conveniences	n/a	
Agency agreements	n/a	
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Noticeboard /Hard copy	Free/10p per sheet

SCHEDULE OF CHARGES

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 10p per single sided sheet (black & white)	Actual cost 10p
	Photocopying @ 15p per single sided sheet (colour)	Actual cost 15p
	Postage – as per Royal Mail	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)