

Information available from Tempsford Parish Council under the model publication scheme

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>		
Who's who on the Council and its Committees	Website	Free
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website	Free
Location of main Council office and accessibility details	Website	Free
Staffing structure	Website	Free

<p>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)</p> <p>Current and previous financial year as a minimum</p>		
Annual return form and report by auditor	Website Hard Copy	Free 10p per sheet
Finalised budget	Website Hard Copy	Free 10p per sheet

Precept	Website Hard Copy	Free 10p per sheet
Borrowing Approval letter		
Financial Standing Orders and Regulations	Website	Free
Grants given and received	Website Hard Copy	Free 10p per sheet
List of current contracts awarded and value of contract	Website Hard Copy	Free 10p per sheet
Members' allowances and expenses	Website Hard Copy	Free 10p per sheet

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)		
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Website Hard Copy	Free 10p per sheet
Quality status		
Local charters drawn up in accordance with DCLG guidelines		

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 Hard Copy	Free 10p per sheet
Agendas of meetings (as above)	Website Hard Copy	Free 10p per sheet
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Website Hard Copy	Free 10p per sheet
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Website Hard Copy	Free 10p per sheet
Responses to consultation papers	Website Hard Copy	Free 10p per sheet
Responses to planning applications	Website Hard Copy	Free 10p per sheet
Bye-laws	Website Hard Copy	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		
Policies and procedures for the conduct of council business: Procedural standing orders	Website Hard Copy	Free 10p per sheet
Committee and sub-committee terms of reference	Website Hard Copy	Free 10p per sheet
Delegated authority in respect of officers	Website Hard Copy	Free 10p per sheet
Code of Conduct	Website	Free
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)	Freedom of Information Act	
Information security policy		
Records management policies (records retention, destruction and archive)		

Data protection policies	Data Protection Act	
Schedule of charges (for the publication of information)	See page 6 of this document	

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	Website Hard Copy	Free 10p per sheet
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)		
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		
Allotments		
Burial grounds and closed churchyards	Website Hard Copy	Free 10p per sheet
Community centres and village halls		
Parks, playing fields and recreational facilities	Website Hard Copy	Free 10p per sheet
Seating, litter bins, clocks, memorials and lighting	Website Hard Copy	Free 10p per sheet
Bus shelters		
Markets		
Public conveniences		
Agency agreements		
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Website Hard Copy	Free 10p per sheet

Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above		
---	--	--

Contact details:

Amanda Baldwin
Clerk to Tempsford Parish Council
clerk@tempsford.org

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 @ 10p per A4 sheet (black & white)	Actual cost plus overheads
	Photocopying @ 30p per A4 sheet (colour)	Actual cost plus overheads
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee	Burial Fees	In accordance with the relevant legislation (quote the actual statute)
Other	Bound documents	Actual cost plus overheads