

Information available from Tatworth & Forton Parish Council under the model publication scheme

Reviewed and Adopted by the council on 3rd November 2016, Minute No: 191/16c
Amendment to Charges adopted 1st December 2016, Minute No 217/16.

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) This will be current information only</p>	<p>Website www.tatworthandfortonparishcouncil.org.uk</p>	
<ul style="list-style-type: none"> • Address of Parish Council Office • Who's who on the Council and its Committees • Contact details for Parish Clerk and Council members with telephone numbers and email address (if used)) 	Notice Boards/Web Site	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) Current and previous financial year as a minimum</p>		
Annual return form and report by auditor	Hard copy/Website	£1.00p per A4 sheet
Finalised budget	Hard copy and/or website	£1.00p per A4 sheet
Precept	Hard copy and/or website	£1.00p per A4 sheet
Financial Regulations	Hard copy and/or website	£1.00p per A4 sheet
Grants given and received	Hard copy	£1.00p per A4 sheet
List of current contracts awarded and value of contract	Hard copy	£1.00p per A4 sheet

Members' allowances and expenses	Hard copy	£1.00p per A4 sheet
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)		
Annual Report to Parish or Community Meeting	Hard copy	Free
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum		
Timetable of meetings	Hard copy and/or website	£1.00p per A4 sheet
Agendas of meetings	Website	Free
Minutes of meetings	Hard copy and/or website	£1.00p per A4 sheet
Reports presented to council meetings	Hard copy	£1.00p per A4 sheet
Responses to consultation papers	Hard copy	£1.00p per A4 sheet
Responses to planning applications	Hard copy	£1.00p per A4 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: Standing Orders: Procedural Committee terms of reference Code of Conduct	Hard copy and/or website	£1.00p per A4 sheet
Policies Health and safety policy Policies and procedures for handling requests for information	Hard copy and/or website	£1.00p per A4 sheet

Complaints procedures Employment policies Freedom of Information policy Professional Advice policy Cemetery Policies Whistleblowing Policy		
Record Retention policy	Hard copy	£1.00p per A4 sheet
Data protection policies	Hard copy and/or website	£1.00p per A4 sheet
Schedule of charges (for the publication of information)	Hard copy and/or website	£1.00p per A4 sheet
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)		
Assets Register	Hard copy and/or website	£1.00p per A4 sheet
Register of members' interests	Hard copy and/or website	£1.00p per A4 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)	
Burial grounds	Hard copy and/or website	£1.00p per A4 sheet
Parks and recreational facilities	Hard copy	£1.00p per A4 sheet
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Hard copy and/or website	£1.00p per A4 sheet

Contact details:

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Schedule of Charges

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ £1.00p per sheet (black & white)	Actual cost of paper, machine and time
	Photocopying @ £1.00p per sheet (colour)	Actual cost of paper, machine and time
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation (Freedom of Information Act 2000)