

Information available from Turville Parish Council under the model publication scheme

March 2016

Information to be published	How the information can be obtained
<p>Class1 - Who we are and what we do</p> <p>This will be current information only</p>	
Who's who on the Council	Web site
Contact details for Parish Clerk and Council members	Website
Location of Council office	Website and notice boards
<p>Class 2 – What we spend and how we spend it</p>	
Annual return form and report by auditor	Web site/hard copy
Finalised budget	Web site/hard copy
*Precept	Web site/hard copy
Financial Standing Orders and Regulations	Web site/hard copy
Grants given and received	Web site/ hard copy
List of current contracts awarded and value of contract	Hard copy
<p>Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)</p>	

Annual Report to Parish	Web site/hard copy
Class 4 – How we make decisions	
Timetable of meetings	Hard copy or website
Agendas of meetings (as above)	Hard copy or website
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Hard copy or website
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Hard copy/website
Responses to consultation papers	Hard copy
Responses to planning applications	WDC Website
Class 5 – Our policies and procedures	
Current information only	
Policies and procedures for the conduct of council business: Procedural standing orders Code of Conduct	Hard copy or web site
Data protection policies	hard copy or website
Schedule of charges for the publication of information	hard copy or website
Class 6 – Lists and Registers	
Currently maintained lists and registers only	hard copy; some information may only be available by inspection
Assets Register	Web site/Hard copy
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
Register of members' interests	Web site/Hard copy
Register of gifts and hospitality	Hard copy
Class 7 – The services we offer	(hard copy or website; some information may

Current information only	only be available by inspection)
Bus shelters	

Contact details: Clerk, e-mail: turvillepc@tiscali.co.uk

SCHEDULE OF CHARGES

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 50p per sheet (black & white)	Actual cost *
	Photocopying @ £1 per sheet (colour)	Actual cost *
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)
Other	Clerk's time	£60

* the actual cost incurred by the public authority