

## Information available from Titchmarsh Parish Council under the model publication scheme

Information to be published	How the information can be obtained	Cost
<p><b>Class1 - Who we are and what we do</b> (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>	(hard copy and/or website)	
Who's who on the Council and its Committees	Web site <a href="http://www.titchmarsh.info">www.titchmarsh.info</a>	Free
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Web site Clerk Mrs Emma Morehen 19 Nene View Islip Kettering Northants NN14 3LD <a href="mailto:clerk.titchmarshpc@googlemail.com">clerk.titchmarshpc@googlemail.com</a> 0750 7684451 weekdays between 4.30 pm to 7.30 pm	Free
Location of main Council office and accessibility details	Via the Clerk meetings by appointment	Free
Staffing structure	Only employee is the Clerk	

<b>Class 2 – What we spend and how we spend it</b> (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 and/or website)	
Annual return form and report by auditor	Web site	
Finalised budget	Web site in the minutes	Free
Precept	Hard copy	10p per sheet
Borrowing Approval letter	Not applicable	
Financial Standing Orders and Regulations	Web site or hard copy	Free or 10p per copy had copy
Grants given and received	Hard copy	10p per sheet
List of current contracts awarded and value of contract	Hard copy	10p per sheet
Members' allowances and expenses	Hard copy	10p per sheet
<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)	(hard copy or website)	
Parish Plan (current and previous year as a minimum)	Web site	Free
Annual Report to Parish or Community Meeting (current and previous year as a	Web site	Free

minimum)		
Quality status	Not applicable	
Local charters drawn up in accordance with DCLG guidelines	Not applicable	
<b>Class 4 – How we make decisions</b> (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)	Web site or detailed on parish notice board	Free
Agendas of meetings (as above)	Web site. On parish notice board 3 clear days before the meeting	Free
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting. Note - The clerks hand written notes taken at Parish Council meetings will be destroyed once the minutes are formally ratified by the Parish Council	Web site when approved	Free
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Hard copy from the clerk three clear days before the meeting or at the meeting	10p per sheet
Responses to consultation papers	Hard copy or see minutes	10p per sheet
Responses to planning applications	Hard copy or see minutes	10p per sheet
Bye-laws	None	10p per sheet
<b>Class 5 – Our policies and procedures</b>	(hard copy or website)	

(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 Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements	Web site Not applicable Not applicable Web site Not applicable	Free  Free
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)	Not applicable Not applicable Not applicable Not applicable Website Web site	Free
Information security policy	Not applicable	
Records management policies (records retention, destruction and archive)	Web site	Free
Data protection policies	Not applicable	
Schedule of charges )for the publication of information)	Web site and contained within this document	Free

<b>Class 6 – Lists and Registers</b>	(hard copy or website; some information may only be available by inspection)	
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)	None	
Assets Register	Web site	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)	Hard copy	10p per sheet
Register of members' interests	Hard Copy	10p per sheet
Register of gifts and hospitality	Hard copy	10p per sheet
<b>Class 7 – The services we offer</b>	(hard copy or website; some information may only be available by inspection)	
(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)		
Current information only		
Allotments	Hard copy	10p per sheet
Burial grounds and closed churchyards	Not applicable	
Community centres and village halls	Not applicable	
Parks, playing fields and recreational facilities	Hard copy. Playing Field run by Titchmarsh Playing Field Association	10p per sheet
Seating, litter bins, clocks, memorials and lighting	Hard copy	10p per

		sheet
Bus shelters	Not applicable	
Markets	Not applicable	
Public conveniences	Not applicable	
Agency agreements	Not applicable	
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Not applicable	
<b>Additional Information</b>		
This will provide Councils with the opportunity to publish information that is not itemised in the lists above		

### **COMPLAINTS PROCEDURE**

The Council would normally expect the Clerk or a named officer to understand what information you have asked for and be able to tell you where you can find it. If the information you receive is not what you asked for, you should first contact the Clerk or named officer. If the information is not available, you will be told why.

If you believe that the Council has not dealt with your request fairly and cannot deal with it satisfactorily on an informal basis, you should follow Titchmarsh Parish Councils complaints procedure. You can get the details of this procedure from the Clerk (details as above) or visit [www.titchmarsh.info](http://www.titchmarsh.info) so you can download the complaints procedure.

If you have followed our complaints procedure and are still not happy with how we have dealt with your request, you may also contact the Information Commissioners Office to ask them to investigate this matter further.

**Contact details:**

**Emma Morehen – Clerk to Titchmarsh Parish Council, c/o 19 Nene View, Islip, Kettering, Northants., NN14 3LD. 0750 7684451 weekdays 4.30pm to 7.30pm**  
[clerk.titchmarshpc@googlemail.com](mailto:clerk.titchmarshpc@googlemail.com)

**SCHEDULE OF CHARGES**

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

<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b>BASIS OF CHARGE</b>
<b>Disbursement cost</b>	Photocopying @ .10.p per sheet (black & white)	Actual cost *
	Photocopying @ .40.p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Statutory Fee</b>		In accordance with the relevant legislation
<b>Other</b>		

\* the actual cost incurred by the public authority