

Information available from Titchmarsh 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> | (hard copy and/or website) | |
| Who's who on the Council and its Committees | Web site www.titchmarsh.info | 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 clerk.titchmarshpc@googlemail.com 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 | |

| | | |
|---|----------------------------|-------------------------------|
| | | |
| 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 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 |
| | | |
| Class 3 – What our priorities are and how we are doing (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 | |
| | | |
| 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) | 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. | 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 |
| | | |
| Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) | (hard copy or website) | |

| | | |
|---|--|---------------------------------|
| Current information only | | |
| <p>Policies and procedures for the conduct of council business:</p> <p>Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements</p> | <p>Web site Not applicable Not applicable Web site Not applicable</p> | <p>Free Free</p> |
| <p>Policies and procedures for the provision of services and about the employment of staff:</p> <p>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)</p> | <p>Not applicable Not applicable Not applicable Not applicable Website Web site</p> | <p>Free</p> |
| 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 |
| | | |
| Class 6 – Lists and Registers | (hard copy or website; some | |

| | | |
|--|--|---------------|
| Currently maintained lists and registers only | 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) | 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 |
| | | |
| 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 | 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 | |
| | | |
| Additional Information 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 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

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 @ .10.p per sheet (black & white) | Actual cost * |
| | Photocopying @ .40.p per sheet (colour) | Actual cost |
| | Postage | Actual cost of Royal Mail standard 2 nd class |
| Statutory Fee | | In accordance with the relevant legislation |
| Other | | |

* the actual cost incurred by the public authority