

Tewin Parish Council

Clerk: Caroline McFarlane Email: tewinparishclerk@btinternet.com Tel: 07957 980604

Information available from Tewin Parish Council under the Model Publication Scheme published by the Information Commissioner's Office in response to the Freedom of Information Act 2000.

Every public authority that is subject to the obligations in the Freedom of Information Act 2000 (the 2000 Act) is required to adopt and maintain a publication scheme.

A publication scheme is a commitment to routinely and proactively provide information to the public and produce and publish a method by which the specific information will be available so that it can easily be identified and accessed by the public.

Information to be published	How the information can be obtained	Cost (See end)
Class1 - Who we are and what we do (Organisational information, structures, locations and contacts) Current information only Powers and duties of Parish Councils	Hard copy	
Who's who on the Council	Hard copy/ Website/Notice Board	
Contact details for Parish Clerk and Council members (named contacts, with telephone number and email address)	Hard copy/ Notice Board	
Location of main Council office and accessibility details	Hard copy/Website/Notice Board	
Who's who as representatives on outside bodies	Hard copy and/or Website	
Staffing Structure	N/A	

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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 income and expenditure for the Parish Council	Hard copy	
Annual return form and report by auditor for the Parish Council	Hard copy	
Finalised budget for the Parish Council	Hard copy	
Precept	Hard copy	
Financial Regulations	Hard copy	
Grants given and received	Hard copy	
List of current contracts awarded and value of contract	Hard copy	
Members' allowances and expenses	N/A	
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)	Hard Copy	
Annual Report to Parish meeting (current and previous year) for the Parish Council	Hard copy / Website	
Quality Status	N/A	
Local Charters drawn up in accordance with DCLG guideline	N/A	
Class 4 – How we make decisions (Decision making processes and records of decisions)		
Current and previous council year minutes	Hard Copy/Website	
Timetable of meetings (Council, sub-committee meetings and parish meetings)	Hard Copy	
Agendas of meetings (as above)	Hard Copy/Notice Board	
Minutes of meetings (as above) – NB this will exclude information that is properly regarded as private to the meeting.	Hard Copy/Website	

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Reports presented to council meetings - NB this will exclude information that is properly regarded as private to the meeting.	Hard copy	
Responses to consultation papers	Hard copy	
Responses to planning applications	Hard copy	
Bye-laws	Hard copy	
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only	Hard copy	
Policies and procedures for the conduct of council business: Bullying, gifts and hospitality, disclosing confidential information Procedural standing orders Ethical framework Code of Conduct Protocol for planning applications Personal and prejudicial interests	Hard Copy	
Policies and procedures for the provision of services and about the employment of staff: Parish Council letters and e-mails Child protection and good practice guidelines Policies and procedures for handling requests for information Job specifications for cleaning Community Hall Evaluation procedure for Community Hall Key-holder policy for Community Hall Job specification for rubbish clearing Risk assessment checks	Hard Copy N/A Hard Copy N/A N/A N/A N/A Hard Copy	

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Class 6 – Lists and Registers Currently maintained lists and registers only	Hard copy (some information may only be available by inspection)	
Assets Register and leases for the Parish Council	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	Hard Copy	
Register of gifts and hospitality	Hard Copy	
Fixed Asset register for the Community Hall	Hard Copy	
	N/A	
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 (some information may only be available by inspection)	
Allotments – including tenancy agreement Agreement for Community Hall hirings Community centre Parks, playing fields and recreational facilities Seating, litter bins, memorials & lighting Licences Public Conveniences Agency Agreements Hire Charges for the Community Hall	Hard Copy N/A N/A Hard Copy Hard Copy N/A N/A Hard Copy N/A	
Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above		

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Parish Newsletter	Distributed to every household/Web site/ Hard copy	
Major Incident Emergency Plan	N/A	

Contact details:

Chairman : Keith St Pier Tel: 01438 717551	Clerk: Caroline McFarlane 2 Churchfield Road, Tewin, Herts AL6 0JW Tel: 07957 980604 Email: tewinparishclerk@btinternet.com
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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 @ 5p per sheet (black & white)	Actual cost *
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)

* the actual cost incurred by the public authority