

TREDINGTON PARISH COUNCIL

Information available from Tredington Parish Council under the Model Publication Scheme

Information to be published	How Information can be obtained	Cost *There will be a charge of 10p per sheet where the no of sheets exceeds 5
Class 1 – Who we are and what we do (Organisational information, locations and contacts)		
Contact details for the Parish Clerk and Council members (named contacts where possible with telephone numbers)	Hard Copy, website	Free*
Location of main Council office and accessibility details	website	Free*
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)		
Annual return form and report by external and internal auditor	Hard copy	Free*
Approved budget	Hard copy	Free*
Precept demand	Hard copy	Free*
Financial Standing Orders and regulations	Hard copy	Free*
Grants given and received	Hard copy	Free*
List of current contracts awarded and value of contract	Hard copy	Free*
Accounts – payments and receipts for current and previous financial year	Inspection only	Free*
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and review)		
Parish Plan (when published)	website	Free*
Class 4 – How we make our decisions (Decision making processes and records of decisions)		
Current and previous council year as a minimum		
Timetable of meetings (Council and any committee meetings and parish meetings)	Hard copy, website, notice boards	Free*
Agendas of meetings	Hard copy, website, notice boards (current month only on notice boards)	Free*
Minutes of meetings (as above) – N.B. This will exclude information that is properly regarded as confidential to the meeting	Hard copy, website	Free*
Reports presented to council meetings - N.B. This will exclude information that is properly regarded as confidential to the meeting	Hard copy	Free*

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Responses to consultation papers	Hard copy	Free*
Responses to Planning Applications	Hard copy, SDC website	Free*
Bye-Laws	Hard copy	Free*
Class 5 –Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) <u>Current information only</u>		
Procedural Standing Orders	Hard copy	Free*
Delegated authority in respect of officers	Hard copy	Free*
Code of Conduct	Hard copy, SDC website	Free*
Policies and procedures for the provision of services and about the employment of staff	Hard copy	Free*
Complaints procedures (including those covering requests for information and operating the publication scheme)	Hard copy, website	Free*
Records management policies (records retention, destruction and archive)	Hard copy	Free*
Schedule of charges (for the publication of information)	Hard copy, website	Free*
Class 6 – Lists and Registers Currently maintained lists and registers only		
Electoral Register	Only available by inspection	N/A
Assets Register	Hard copy	Free*
Register of Members' interests	Available by inspection, SDC website	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)		
A summary of services for which the council is entitled to recover a fee, together with those fees	Hard copy	Free*
Additional Information This provides Tredington Parish Council with the opportunity to publish information that is not itemized in the lists above		

To inspection council records, an appointment must be made with the clerk within normal office hours.

Contact Details:

Mrs Dionne Sambrook
Parish Clerk
Tredington Parish Council
Meadowcroft
Preston on Stour
Stratford Upon Avon
Warwickshire
CV37 8NG

Tel No: 01789 450870

Email: clerk@tredingtonparishcouncil.org.uk

SCHEDULE OF CHARGES

This describes how the charges have been arrived at and should be published as part of the guide. Actual cost * is the actual cost incurred by the council.

Type of Charge	Description	Basis of Charge
Disbursement cost	Photocopying @ 10p per sheet (black and white)	Hard copies will be supplied free of charge up to 5 sheets. Over 5 sheets there will be a cost of 10p per sheet to cover actual cost incurred for printing or copying.
	Postage	Actual cost of Royal Mail standard 2 nd class and packing
Statutory Fee		In accordance with the relevant legislation
Other		