



Information available from Tattenhall & District Parish Council under the model publication scheme

This document lists of the information that Tattenhall & District Parish Council provides in order to meet their commitments under the model publication scheme.

Tattenhall & District Parish Council seeks to make the information in available unless:

- it does not hold the information;
- the information is exempt under one of the FOIA exemptions or Environmental Information Regulations exceptions, or its release is prohibited by another statute;
- the information is readily and publicly available from an external website; such information may have been provided by the public authority or on its behalf. The authority must provide a direct link to that information;
- the information is archived, out of date or otherwise inaccessible; or,
- it would be impractical or resource-intensive to prepare the material for routine release.

Information to be published	How the information can be obtained	Cost
Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only.	Website tattenhallpc.co.uk https://tattenhallpc.co.uk/the-parish-council/parish-councillors/	
Who's who on the Council and its Committees	Website https://tattenhallpc.co.uk/the-parish-council/parish-councillors/	
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website tattenhallpc.co.uk https://tattenhallpc.co.uk/the-parish-council/tattenhall/	
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	Website tattenhallpc.co.uk http://tattenhallpc.co.uk/the-parish-council/finance/	
Annual return form and report by auditor	Website http://tattenhallpc.co.uk/the-parish-council/finance/	
Finalised budget	Website http://tattenhallpc.co.uk/the-parish-council/finance/	
Precept	Website http://tattenhallpc.co.uk/the-parish-council/finance/	
Borrowing Approval letter	N/A	
Financial Standing Orders and Regulations	Website https://tattenhallpc.co.uk/the-parish-council/documents/	
Grants given and received	Website tattenhallpc.co.uk/the-parish-council/minutes http://tattenhallpc.co.uk/the-parish-council/finance/	
List of current contracts awarded and value of contract	N/A	
Members' allowances and expenses	N/A	



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<p>Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews) Current and previous year as a minimum</p>	<p>Website tattenhallpc.co.uk https://tattenhallpc.co.uk/the-parish-council/documents/</p>	
<p>Parish Plan (current and previous year as a minimum)</p>	<p>Website tattenhallpc.co.uk</p>	
<p>Annual Report to Parish or Community Meeting (current and previous year as a minimum)</p>	<p>Website http://tattenhallpc.co.uk/the-parish-council/minutes/</p>	
<p>Quality status</p>	<p>N/A</p>	
<p>Local charters drawn up in accordance with DCLG guidelines</p>	<p>N/A</p>	
<p>Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum</p>	<p>Website https://tattenhallpc.co.uk/the-parish-council/agendas/ http://tattenhallpc.co.uk/the-parish-council/minutes/</p>	
<p>Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)</p>	<p>Website http://tattenhallpc.co.uk/the-parish-council/</p>	
<p>Agendas of meetings (as above)</p>	<p>Website http://tattenhallpc.co.uk/the-parish-council/agendas/</p>	
<p>Minutes of meetings (as above) – n.b. this will exclude information that is properly regarded as private to the meeting.</p>	<p>Website http://tattenhallpc.co.uk/the-parish-council/minutes/</p>	
<p>Reports presented to council meetings – n.b. this will exclude information that is properly regarded as private to the meeting.</p>	<p>Website http://tattenhallpc.co.uk/the-parish-council/minutes/ http://tattenhallpc.co.uk/the-parish-council/agendas/</p>	
<p>Responses to consultation papers</p>	<p>Website http://tattenhallpc.co.uk/the-parish-council/minutes/</p>	
<p>Responses to planning applications</p>	<p>Website http://tattenhallpc.co.uk/the-parish-council/minutes/</p>	
<p>Bye-laws</p>	<p>N/A</p>	
<p>Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only</p>	<p>Website http://tattenhallpc.co.uk/the-parish-council/documents/</p>	
<p>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</p>	<p>Website http://tattenhallpc.co.uk/the-parish-council/documents/</p>	
<p>Policies and procedures for the provision of services and about the employment of staff: Equality and diversity policy Health and safety policy Policies and procedures for handling requests for information Complaints procedures (including those covering</p>	<p>Website http://tattenhallpc.co.uk/the-parish-council/documents/</p>	



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requests for information and operating the publication scheme)		
Information security policy	Website http://tattenhallpc.co.uk/the-parish-council/documents/	
Records management policies (records retention, destruction and archive)	Website http://tattenhallpc.co.uk/the-parish-council/documents/	
Data protection policies	http://tattenhallpc.co.uk/the-parish-council/documents/	
Schedule of charges (for the publication of information)	Website http://tattenhallpc.co.uk/the-parish-council/documents/	
Class 6 – Lists and Registers		
Assets register	https://tattenhallpc.co.uk/the-parish-council/finance/	
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)	N/A	
Register of members' interests	Website https://tattenhallpc.co.uk/the-parish-council/councillors-register-of-interests/	
Register of gifts and hospitality	Website https://tattenhallpc.co.uk/the-parish-council/councillors-register-of-interests/	
Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)	Website http://tattenhallpc.co.uk/the-parish-council/ http://tattenhallpc.co.uk/the-parish-council/documents/	
Current information only		
Parks, playing fields and recreational facilities	See asset register	
Seating, litter bins, clocks, memorials and lighting	See asset register	
Bus shelters	See asset register	

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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 @ 15p per sheet (black & white)	Actual cost *
	Photocopying @ 20p 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		

- actual cost incurred by the public authority