

# Tattenhall & District Parish Council Publication Scheme

## 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- the information is archived, out of date or otherwise inaccessible; or,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 and How the information can be obtained.

### Class 1- Who we are and what we do

(Organisational information, structures, locations and contacts)

This will be current information only.

Website <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)

Website <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 <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>

Financial Standing Orders and Regulations

Website <https://tattenhallpc.co.uk/the-parish-council/documents>

Grants given and received

Website <https://tattenhallpc.co.uk/the-parish-council/minutes> or <http://tattenhallpc.co.uk/the-parish-council/finance>

### 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

Website <https://tattenhallpc.co.uk/the-parish-council/documents>

# Tattenhall & District Parish Council Publication Scheme

Parish Plan (current and previous year as a minimum)

TBC

Annual Report to Parish or Community Meeting (current and previous year as a minimum)

Website <http://tattenhallpc.co.uk/the-parish-council/minutes>

Quality status N/A

## Class 4 – How we make decisions

Decision making processes and records of decisions, current and previous council year as a minimum

Website <https://tattenhallpc.co.uk/the-parish-council/agendas/> or <http://tattenhallpc.co.uk/the-parish-council/minutes>

Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)

Website <http://tattenhallpc.co.uk/the-parish-council>

Agendas of meetings (as above)

Website <http://tattenhallpc.co.uk/the-parish-council/agendas>

Minutes of meetings (as above) – NB this will exclude information that is properly regarded as private to the meeting.

Website <http://tattenhallpc.co.uk/the-parish-council/minutes>

Reports presented to council meetings – NB this will exclude information that is properly regarded as private to the meeting.

Website <http://tattenhallpc.co.uk/the-parish-council/minutes> or <http://tattenhallpc.co.uk/the-parish-council/agendas>

Responses to consultation papers

Website <http://tattenhallpc.co.uk/the-parish-council/minutes> or <http://tattenhallpc.co.uk/the-parish-council/agendas>

Responses to planning applications

Website <http://tattenhallpc.co.uk/the-parish-council/minutes>

Byelaws N/A

## Class 5 – Our policies and procedures

Current written protocols, policies and procedures, current information only

Website <http://tattenhallpc.co.uk/the-parish-council/documents>

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.

Website <http://tattenhallpc.co.uk/the-parish-council/documents>

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 requests for information and operating the publication scheme)

Website <http://tattenhallpc.co.uk/the-parish-council/documents>

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

Website <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>

# Tattenhall & District Parish Council Publication Scheme

## Class 6 – Lists and Registers

Assets register

Website <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, current information only

Website <http://tattenhallpc.co.uk/the-parish-council> or <http://tattenhallpc.co.uk/the-parish-council/documents>

Parks, playing fields and recreational facilities

See Assets register

Website <https://tattenhallpc.co.uk/the-parish-council/finance>

Seating, litter bins, clocks, memorials and lighting

See Assets register

Website <https://tattenhallpc.co.uk/the-parish-council/finance>

Bus shelters

See Assets register

Website <https://tattenhallpc.co.uk/the-parish-council/finance>

## Contact details:

**Ann Wright**

**Clerk to Tattenhall & District Parish Council**

**62 Well Street**

**Malpas**

**Cheshire**

**SY14 8QH**

**01948 861 035 or email [tattenhallpc@outlook.com](mailto:tattenhallpc@outlook.com)**

## SCHEDULE OF CHARGES

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

### **Disbursement cost**

Photocopying @ 20p per sheet (black & white) actual cost incurred by the public authority

Photocopying @ 30p per sheet (colour) actual cost incurred by the public authority

Postage actual cost of Royal Mail standard 2<sup>nd</sup> class

### **Statutory Fee**

In accordance with the relevant legislation