

Information available from Tidworth Town Council under the model publication scheme

Information to be published	How the information can be obtained	Cost
<p>Class 1 - Who we are and what we do Tidworth Town Council</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	Town Clerk – Hard Copy	10p per A4 sheet
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Notice boards and Website	10p per A4 sheet
Location of main Council office and accessibility details	Website/Clerk	10p per A4 sheet
Staffing structure	Clerk	10p per A4 sheet
<p>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</p>	(Hard copy and/or website)	
Annual return form and report by auditor	Town Office	10p per A4 sheet

Finalised budget	Town Office	10p per A4 sheet
Precept	Town Office	10p per A4 sheet
Borrowing Approval letter	Town Office	10p per A4 sheet
Financial Standing Orders and Regulations	Town Office	10p per A4 sheet
Grants given and received	Town Office	10p per A4 sheet
List of current contracts awarded and value of contract	Town Office	10p per A4 sheet
Members' allowances and expenses	Town Office	10p per A4 sheet
Class 3 - What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)		
Parish Plan (current and previous year as a minimum)	N/A	
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Town Office	
Quality status	N/A	
Local charters drawn up in accordance with DCLG guidelines	N/A	
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)	Website/Town Office	
Agendas of meetings (as above)	Notice board	
Minutes of meetings (as above) - nb this will exclude information that is properly regarded as private to the meeting.	Town Office, website and Library	

Reports presented to Council Meetings – nb this will exclude information that is properly regarded as private to the meeting.	Town Office	
Responses to consultation papers	Town Office	
Responses to Planning Applications	Town Office	
Bye Laws	Town Office	
Class 5 – Our policies and procedures (Current written protocol, policies and procedures for delivering our services and responsibilities) Current information only	Hard copy or Website	
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	Town Office/Website	
Policies and procedures for the provision of services and about the employment of staff: 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	Town Office	
complaints procedures (including those covering requests for information and operating the publication scheme)	Town Office	
Information security policy	Town Office	
Records management policies (records retention, destruction and archive)	Town Office	
Data protection policies	Town Office	
Schedule of charges)for the publication of information)	Town Office	

Class 6 - Lists and Registers Currently maintained lists and registers only	(Hard copy or website; some 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)	Inspection only at Town Office	
Assets Register	Inspection only at Town Office	
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)	Inspection only at Town Office	
Register of members' interests	Inspection only at Town Office	
Register of gifts and hospitality	Inspection only at Town Office	
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	Information and Inspection only at Town Office	
Burial grounds and closed churchyards	Information and Inspection only at Town Office	
Community centres and village halls	Information and Inspection only at Town Office	
Parks, playing fields and recreational facilities	Information and Inspection only at Town Office	
Seating, litter bins, clocks, memorials and lighting	Information and Inspection only at Town Office	
Bus shelters	Information and Inspection only at Town Office	
Agency agreements	Information and Inspection only at Town Office	
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Information and Inspection only at Town Office	

Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above		

Contact details:

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SCHEDULE OF CHARGES

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @10p per sheet (black & white)	Actual cost
	Photocopying @ 10p 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		