

**Information available from Tidenham Parish Council under the Freedom of Information Act - Model Publication Scheme – Adopted by Council 19<sup>th</sup> November 2008**

**All items marked hard copy are available at a cost of 10p per sheet, e-mail or website items are free. Items marked website also available by e-mail**

Information to be published	How the information can be obtained***	Cost**
<p><b>Class1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts)</p> <p>This will be current information only</p>	<p>Website <a href="http://www.tidenhamparishcouncil.co.uk">www.tidenhamparishcouncil.co.uk</a></p> <p>Only employee is the Clerk</p>	<p>For all costs see schedule below</p>
<p>Who's who on the Council and its Committees</p>	<p>Website or Forest of Dean District Council</p>	
<p>Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))</p> <p>List of Councillors on web site, in all Newsletter or from the Clerk</p>	<p>Clerk – Mrs Jan Cordon Marie Cottage, Montpellier Road, Bream.GL15 6LZ Tel 01594 562554 Email: clerk@tidenhamparishcouncil.co.</p>	

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Location of main Council office and accessibility details	Via The Clerk Meetings by appointment	
Staffing structure	Clerk only	
<b>Class 2 – What we spend and how we spend it</b> (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)  Current and previous financial year as a minimum	Available by e-mail or hard copy	
Annual return form and report by auditor	Circulated with newsletter or from Clerk	zero
Finalised budget	Website – in minutes	
Precept	Website - in minutes	
Borrowing Approval letter	None	
Financial Standing Orders and Regulations	E-mail or hard copy	
Grants given and received	Minutes or hard copy	
List of current contracts awarded and value of contract	On request to the clerk	
Members' allowances and expenses	Not paid	
<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)	(hard copy or website)	
Parish Plan (current and previous year as a minimum)	Web site or hard copy	
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Minutes and Annual Report or hard copy	

Quality status	Yes – 2008	
Local charters drawn up in accordance with DCLG guidelines	None in place	
<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions)  Current and previous council year as a minimum	Through Council & Committee Meetings Hard copy and website	
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	On website and Parish Notice Boards or Clerk	
Agendas of meetings (as above)	On noticeboards 3 clear days before meeting, free e-mail service apply via Clerk	
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	On website, when approved, and available by e-mail and hard copy	
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Available from Clerk three clear days before meeting or at the meeting	
Responses to consultation papers	See Minutes	
Responses to planning applications	See Minutes	
Bye-laws	None	
<b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities)	Hard copy or e-mail	

Current information only		
<p>Policies and procedures for the conduct of council business:</p> <p>Procedural standing orders  Committee and sub-committee terms of reference  Delegated authority in respect of officers*  Code of Conduct  Policy statements</p>	Hard copy or e-mail from Clerk	
<p>Policies and procedures for the provision of services and about the employment of staff:</p> <p>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  Complaints procedures (including those covering requests for information and operating the publication scheme)</p>	<p>Not all are available.</p> <p>Full Complaints procedure available from the Clerk</p>	
Information security policy	Back up of computer details, important docs in safe	
Records management policies (records retention, destruction and archive)	Minutes and Financial summary for ever or archived GCC Records Office.	

	Only important documents kept longer than 3 months	
Data protection policies	No data not in public domain	
Schedule of charges (for the publication of information)	On this document	
<b>Class 6 – Lists and Registers</b>		
Currently maintained lists and registers only	Hard copy or e-mail/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)	None	
Assets Register	E-mail or 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)	None	
Register of members' interests	Apply to Clerk	
Register of gifts and hospitality	Apply to Clerk	
<b>Class 7 – The services we offer</b>		
(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)	Hard copy or website; some information may only be available by inspection	
Current information only		
Allotments	Yes – run by S&DLGA	
Burial grounds and closed churchyards	Closed churchyards maintained by Council. Burial grounds by Diocese	
Community centres and village halls	S&BVH owned by Parish	

	Council operated by Management Committee. TWMH&RGT run by Management Committee for Trust	
Parks, playing fields and recreational facilities	Recreation Ground see above – TWMH&RT	
Seating, litter bins, clocks, memorials and lighting	Seating and litter bins around the parish	
Bus shelters	Maintained by Parish Council	
Markets	No	
Public conveniences	No	
Agency agreements	No	
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	None	
Street Lighting	Maintained by Glos County Council	
<b>Additional Information</b> This will provide Councils with the opportunity to publish information that is not itemised in the lists above		

## Contact details:

Clerk as above – Mrs Jan Cordon details as above

Website [www.tidenhamparishcouncil.co.uk](http://www.tidenhamparishcouncil.co.uk)

## SCHEDULE OF CHARGES

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

<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b>BASIS OF CHARGE</b>
<b>Disbursement cost</b>	Photocopying @ .10.p per sheet (black & white)	Actual cost based on computer printing
	Photocopying @ .20.p per sheet (colour)	Actual cost inc computer use
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class, recorded if requested
<b>Statutory Fee</b>		In accordance with the relevant legislation
<b>Other</b>		