

## Tendring Parish Council Publication Scheme

Information available from Tendring Parish Council under the Publication Scheme

Information to be Published	How the Information can be Obtained	Cost
Annual Report	PDF Download Available from the Website	Free
Audit Report and Annual Governance and Accountability Return	PDF Download Available from the Website	Free
Standing Orders	PDF Download Available from the Website	Free
Financial Regulations	PDF Download Available from the Website	Free
Small Grants Programme	PDF Download Available from the Website	Free
Complaints Procedure	PDF Download Available from the Website	Free
Members Code of Conduct	PDF Download Available from the Website	Free
Local Emergency Plan	PDF Download Available from the Website	Free
<b>Class1 – Who We Are and What We Do</b> (Organisational information, structures, locations and contacts) This will be current information only N.B. Councils should already be publishing as much information as possible about how they can be contacted.	Website - Hard Copy/Contact Clerk	Free
Who's Who on the Council and its Committees	Website - Hard Copy/Contact Clerk	Free
Contact Details for Parish Clerk and Council Members (named contacts where possible with telephone number and email address (if used))	Website - Hard Copy/Contact Clerk	Free
Location of Main Council Office and Accessibility Details	Website - Hard Copy/Contact Clerk	Free
<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	Website – Hard Copy/Contact Clerk	Free – 20p Per Sheet
Annual Return Form and Report by Auditor	Hard Copy/Contact Clerk	20p Per Sheet
Finalised Budget	Hard Copy/Contact Clerk	20p Per Sheet
Precept	Hard Copy/Contact Clerk	20p Per Sheet
Borrowing Approval Letter	None	N/A
Financial Standing Orders and Regulations	Hard Copy/Contact Clerk	20p Per Sheet
Grants Given and Received	Hard Copy/Contact Clerk	20p Per Sheet
List of Current Contracts Awarded and Value of Contract	Hard Copy/Contact Clerk	20p Per Sheet
Members' Allowances and Expenses	None	N/A

<b>Class 3 – What Our Priorities Are and How We Are Doing</b>		
Strategies and plans, performance indicators, audits, inspections and reviews	N/A	N/A
Parish Plan (Current and Previous Year as A Minimum)	N/A	N/A
Annual Report to Parish or Community Meeting (Current and Previous Year as A Minimum)	N/A	N/A
Quality Status	N/A	N/A
Local Charters Drawn Up in Accordance with DCLG Guidelines	N/A	N/A
<b>Class 4 – How We Make Decisions</b>		
(Decision making processes and records of decisions) Current and previous council year as a minimum		
Timetable of Meetings (Council, any Committee/Sub-Committee Meetings and Parish Meetings)	Website Diary – Hard Copy	Free
Agendas of Meetings (as above)	Website – Hard Copy/Contact Clerk	Free – 20p Per Sheet
Minutes of Meetings (as above) – NB: This Will Exclude Information That is Properly Regarded as Private to the Meeting.	Website – Hard Copy/Contact Clerk	Free – 20p Per Sheet
Reports Presented to Council Meetings – NB: This Will Exclude Information That is Properly Regarded as Private to the Meeting	Hard Copy/Contact Clerk	20p Per Sheet
Responses to Consultation Papers	Hard Copy/Contact Clerk	20p Per Sheet
Responses to Planning Applications	Hard Copy/Contact Clerk	20p Per Sheet
Byelaws	None	N/A
<b>Class 5 – Our Policies and Procedures</b>		
(Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only		
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	Hard Copies/Contact Clerk	All 20p Per Sheet
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: Complaints Procedures (including those covering requests for information and operating the publication scheme)	Hard Copies/Contact Clerk	All 20p Per Sheet
Information Security Policy	Hard Copy/Contact Clerk	20p Per Sheet

Records Management Policies (records retention, destruction and archive)	Hard Copy/Contact Clerk	20p Per Sheet
Data Protection Policies	Hard Copy/Contact Clerk	20p Per Sheet
Schedule of Charges for the Publication of Information	Hard Copy/Contact Clerk	20p Per Sheet
<b>Class 6 – Lists and Registers</b>		
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)	N/A	
Assets Register	Hard Copy/Contact Clerk	20p Per Sheet
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)	Hard Copy/Contact Clerk	20p Per Sheet
Register of Members' Interests	Hard Copy/Contact Clerk	20p Per Sheet
Register of Gifts and Hospitality	Hard Copy/Contact Clerk	20p Per Sheet
<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) Current information only	Hard Copy or Website; (Some Information May Only Be Available by Inspection)	
Parks, Playing Fields and Recreational Facilities	Hard Copy/Contact Clerk	20p Per Sheet

**Contact Details:**

Website Address: [Home - Tendring Parish Council \(e-voice.org.uk\)](http://Home - Tendring Parish Council (e-voice.org.uk))

Requests for Hard Copies to be Made to - Clerk to the Council

Telephone: 07462 261244      Email: tendringpc@hotmail.com

**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 at 20p Per Sheet (Black and White)	Actual Cost: 10p Per Sheet
Other	Administration Costs	Actual Cost: 10p Per Sheet

\*The Actual Cost Incurred by the Public Authority