

Information available from Teynham Parish Council under the model publication scheme

| Information to be published | How the information can be obtained | Cost |
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| Class 1 - Who we are and what we do (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. | | |
| Who's who on the Council and its Committees | Website, Newsletter. | NIL |
| Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used)) | Website, Newsletter. | NIL |
| Location of main Council office and accessibility details | Website, Newsletter. | NIL |
| Staffing structure | N/A | |
| 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 | | |
| Annual return form and report by auditor | Available from the Clerk to the Council upon request | NIL |
| Finalised budget | Available from the Clerk to the Council upon request | NIL |
| Precept | Available from the Clerk to the Council upon request & website | NIL |

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| Borrowing Approval letter | Available from the Clerk to the Council upon request | NIL |
| Financial Standing Orders and Regulations | Available from the Clerk to the Council upon request & website | NIL |
| Grants given and received | Available from the Clerk to the Council upon request & in Teynham News | NIL |
| List of current contracts awarded and value of contract | Available from the Clerk to the Council upon request | NIL |
| Members' allowances and expenses | Available from the Clerk to the Council upon request | NIL |
| 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) | Available from the Clerk to the Council upon request & Website | NIL |
| Quality status | N/A | |
| Local charters drawn up in accordance with DCLG guidelines | N/A | |
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| Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum | | |
| Timetable of meetings (Council and Parish Meetings) | Website & Notice Boards | NIL |
| Agendas of meetings (as above) | Website and Notice Boards | NIL |
| Agenda of Committee Meetings | Notice Boards & available from the Clerk to the Council upon request | |

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| Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting. | Available from the Clerk to the Council upon request | NIL |
| Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting. | Available from the Clerk to the Council upon request | NIL |
| Responses to consultation papers | Available from the Clerk to the Council upon request | NIL |
| Responses to planning applications | Available from the Clerk to the Council upon request | NIL |
| Bye-laws | Available from the Clerk to the Council upon request & website | NIL |
| Class 5 – Our policies and procedures (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 | Available from the Clerk to the Council upon request & website | NIL |
| Committee terms of reference | | |
| Delegated authority in respect of officers | | |
| Code of Conduct | Available from the Clerk to the Council upon request | NIL |
| Policy statements | | |
| Complaints procedures (including those covering requests for information and operating the publication scheme) | Available from the Clerk to the Council upon request & website | NIL |
| Information security policy | | |

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| Records management policies (records retention, destruction and archive) | | |
| Data protection policies | | |
| Schedule of charges (for the publication of information) | See schedule below | |
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| Class 6 – Lists and Registers Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice) Currently maintained lists and registers only | | |
| Assets Register | Available for inspection upon request from the Clerk to the Council | NIL |
| 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) | Available for inspection upon request to the Clerk to the Council | NIL |
| Register of members' interests | Available for inspection upon request to the Clerk to the Council & on website | NIL |
| Register of gifts and hospitality | Available for inspection upon request to the Clerk to the Council | NIL |
| 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 | | |
| Allotments | Available for inspection upon request to the Clerk to the Council | |
| Burial grounds and closed churchyards | N/A | |
| Community Hall | Available for inspection upon request to the Clerk to the Council & website | NIL |

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| Playing fields and recreational facilities | Available for inspection upon request to the Clerk to the Council | NIL |
| Seating, memorials and lighting | Available for inspection upon request to the Clerk to the Council | NIL |
| Bus shelters | N/A | |
| Markets | N/A | |
| Public conveniences | N/A | |
| Agency agreements | N/A | |
| A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees) | N/A | |
| Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above | | |
| Community Hall Hiring Fees | Available from the Clerk to the Council & website | |
| Allotment Hire Fees | Available from the Clerk to the Council. | |
| Teynham News Subscription Rates | Available from Clerk to the Council & website | |
| Teynham News Advertising Rates | Available from Clerk to the Council & website | |

Contact details: The Clerk to Teynham Parish Council, 51 Honeyball Walk, Teynham, Sittingbourne, Kent ME9 9TN.
01795 522699 Email: parishclerk@teynham.org Office hours: 10.00am until 5.00pm weekdays only.

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 @ ..p per sheet (black & white) | NIL |
| | Photocopying @ ..p per sheet (colour) N/A | N/A |
| | | |
| | Postage | Actual cost of Royal Mail standard 2 nd class |
| | | |
| Statutory Fee | | In accordance with the relevant legislation (quote the actual statute) |
| Bye-Laws | The Meadow - Pleasure Grounds, Public Walks and Open Spaces - 20p | Section 12 & 15 of the Open Space Act 1906 |
| | The Meadow - Dog Bye-Laws - 20p | Section 164 of the Public Health Act 1875. |
| Other | | |
| Community Hall Hiring Fees | Various dependant on requirements of hirer | Energy costs, licences, maintenance and running costs, taxes. |
| Allotment Fees | Various - dependant on size of allotment or whether allottee retired. | Rental and running costs |
| Teynham News - Subscription Fee | £4 per year | Cost of publication and postage |
| Teynham News - Advertising Fee | Various depending on size of advertisement and period of advertising. | To assist with the cost of publication. |

* the actual cost incurred by the public authority

