

Information available from Talaton Parish Council under the Model Publication Scheme

Information to be published	How the information can be obtained	Cost 10p per sheet black and white/*20p colour
<p>Class1 - Who we are and what we do Organisational information, structures, locations and contacts</p> <p>This will be current information only</p>		
Who's who on the Council and its Committees	website/hard copy	10p* per sheet plus postage
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	website/hard copy	10p* per sheet plus postage
Location of main Council office and accessibility details	website and notice boards	10p* per sheet plus postage
Staffing structure	website/hard copy	10p* per sheet plus postage

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		
Annual return form and report by auditor	website/hard copy	10p* per sheet plus postage
Finalised budget	hard copy	10p* per sheet plus postage
Precept	hard copy	10p* per sheet plus postage
Borrowing Approval letter	Not currently applicable	
Financial Standing Orders and Regulations	website/hard copy	10p* per sheet plus postage
Grants given and received	website/hard copy	10p* per sheet plus postage
List of current contracts awarded and value of contract	Not currently applicable	10p* per sheet plus postage

Members' allowances and expenses	Not currently claimed	
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)		
Parish Plan	Last version 2009	10p* per sheet plus postage
Annual Report to Parish or Community Meeting - current and previous year		
Neighbourhood Plan	not applicable	
Quality status	not applicable	
Local charters drawn up in accordance with DCLG guidelines	not applicable	
Class 4 – How we make decisions (Decision making processes and records of decisions)		
Current and previous council year		
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	website/hard copy	10p* per sheet plus postage
Agendas of meetings (as above)	website/hard copy	10p* per sheet plus postage
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	website/hard copy	10p* per sheet plus postage

Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	website/hard copy	10p* per sheet plus postage
Responses to consultation papers	Not currently applicable	10p* per sheet plus postage
Responses to planning applications	website/hard copy	10p* per sheet plus postage
Bye-laws	website/hard copy	10p* per sheet plus postage
<p>Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information only</p>		
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/hard copy	10p* per sheet plus postage

<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>	hard copy, policies will be added to the website.	10p* per sheet plus postage
Privacy policy	website/hard copy	10p* per sheet plus postage
Records management policies (records retention, destruction and archive)	hard copy	10p* per sheet plus postage
Data protection policies	hard copy	10p* per sheet plus postage
Schedule of charges) for the publication of information)	website/hard copy	10p* per sheet plus postage
<p>Class 6 – Lists and Registers</p> <p>Currently maintained lists and registers only</p>		

Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	not applicable	
Assets Register	Website/hard copy	10p* per sheet plus postage
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)	Not currently applicable	
Register of members' interests	hard copy Also available on the web site, under the individual councillors page	10p* per sheet plus postage
Register of gifts and hospitality	Not currently applicable	
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	website/hard copy	10p* per sheet plus postage
Burial grounds and closed churchyards	Not applicable	
Community centres and village halls	not applicable	
Parks, playing fields and recreational facilities	website/hard copy	10p* per sheet plus postage
Seating, litter bins, clocks, memorials and lighting	hard copy	10p* per sheet plus postage

Bus shelters	website/hard copy	10p* per sheet plus postage
Markets	Not applicable	
Public conveniences	not applicable	
Agency agreements	website/hard copy	10p* per sheet plus postage
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	website/hard copy	10p* per sheet plus postage
Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above		

Contact details:

Mrs C J McIntyre, 3 Katherine`s Lane, Ottery St Mary. EX11 1FB

T: 01404 814128 E-mail: clerk.talatonpc@btinternet.com W: [Home - Talaton Parish Council](#)

Parish Council Noticeboard locations:

1. Outside the Community Shop 2. Land lying on the south east side of Rose Cottage, (Newtown Road) Talaton

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 @ 10p per sheet (black & white)	Actual cost
	Photocopying @ 20p 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	Viewing information @ £25 per hour	Actual cost