

# Information available from Turville Parish Council under the model publication scheme

March 2016

Information to be published	How the information can be obtained
<p><b>Class1 - Who we are and what we do</b></p> <p>This will be current information only</p>	
Who's who on the Council	Web site
Contact details for Parish Clerk and Council members	hard copy or website
Location of Council office	hard copy/ website and notice boards
<p><b>Class 2 – What we spend and how we spend it</b></p>	
Annual return form and report by auditor	Web site/hard copy
Finalised budget	Web site/hard copy
*Precept	Web site/hard copy
Financial Standing Orders and Regulations	Web site/hard copy
Grants given and received	Web site/ hard copy
List of current contracts awarded and value of contract	Hard copy
<p><b>Class 3 – What our priorities are and how we are doing</b></p>	

(Strategies and plans, performance indicators, audits, inspections and reviews)	
Annual Report to Parish	Web site/hard copy
<b>Class 4 – How we make decisions</b>	
Timetable of meetings	Hard copy or website
Agendas of meetings (as above)	Hard copy or website
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Hard copy or website
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Hard copy
Responses to consultation papers	Hard copy
Responses to planning applications	WDC Website
<b>Class 5 – Our policies and procedures</b>	
Current information only	
Policies and procedures for the conduct of council business: Procedural standing orders Code of Conduct	Hard copy or web site
Data protection policies	hard copy or website
Schedule of charges for the publication of information	hard copy or website
<b>Class 6 – Lists and Registers</b>	
Currently maintained lists and registers only	hard copy; some information may only be available by inspection
Assets Register	Web site/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)	Hard copy
Register of members' interests	Web site/Hard copy
Register of gifts and hospitality	Hard copy
<b>Class 7 – The services we offer</b>	(hard copy or website;

Current information only	some information may only be available by inspection)
Bus shelters	

**Contact details:** Clerk, Riva Naphill Common, Naphill, High Wycombe HP14 4SZ Tel: 01494-562254, e-mail: turvillepc@tiscali.co.uk  
**SCHEDULE OF CHARGES**

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
<b>Disbursement cost</b>	Photocopying @ 50p per sheet (black & white)	Actual cost *
	Photocopying @ £1 per sheet (colour)	Actual cost *
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Statutory Fee</b>		In accordance with the relevant legislation (quote the actual statute)
<b>Other</b>	Clerk's time	£60

\* the actual cost incurred by the public authority