

## Information available from Tattenhall & District Parish Council under the model publication scheme

| Information to be published   | How the information can be obtained           | Cost |
|---|---|------|
| <p><b>Class1 - Who we are and what we do</b><br/>(Organisational information, structures, locations and contacts)</p> <p>This will be current information only</p>  | <p>Website<br/>Parish Council noticeboard</p> |      |
| <p>Who's who on the Council and its Committees</p>  |   |      |
| <p>Contact details (named contacts where possible with telephone number and email address (if used))</p>  |   |      |
| <p><b>Class 2 – What we spend and how we spend it</b><br/>(Financial information relating to projected and actual income and expenditure and financial audit)</p> <p>Current and previous financial year as a minimum</p> |   |      |
| <p>Precept</p>  | <p>Hard copy</p>                              |      |
| <p>Annual Return Form and Auditor's Report</p>  | <p>Hard copy</p>                              |      |
| <p>List of current contracts and value of contract</p>  | <p>Hard copy</p>                              |      |
| <p>Grants given and received</p>  | <p>Hard copy</p>                              |      |
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| <p><b>Class 3 – What our priorities are and how we are doing</b><br/>(Strategies and plans, performance indicators, audits, inspections and reviews)</p> <p>Current and previous year as a minimum</p> |                       |  |
| Parish Plan  | Hard copy and website |  |
| Annual Newsletter  | Hard copy and website |  |
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| <p><b>Class 4 – How we make decisions</b><br/>(Decision making processes and records of decisions)</p> <p>Current and previous council year as a minimum</p>   |                       |  |
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| Agendas of meetings (Parish Meeting and Committee Meetings)  | Hard copy and website |  |
| Minutes of meetings (as above) – n.b. this will exclude information that is properly regarded as private to the meeting.   | Hard copy and website |  |
| Working party notes presented to council meetings  | Hard copy and website |  |
| Responses to planning applications, contained in minutes of planning meetings  | Hard copy and website |  |
| Responses to consultation papers   | Website               |  |
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| <p><b>Class 5 – Our policies and procedures</b><br/>(Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information only</p>          |                       |  |

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| Policies and procedures for the conduct of business by the Parish Meeting:<br><br>Procedural standing orders<br>Delegated authority in respect of officers   | Hard copy and Website<br>Hard copy |  |
| Schedule of Charges (for publication of information)   | See below                          |  |
| <b>Class 6 – Lists and Registers</b><br><br>Currently maintained lists and registers only  |                                    |  |
| Asset Register   | View on request                    |  |
| Register of Members' Interests   | View on request                    |  |
| Register of gifts and hospitality  | View on request                    |  |
| Declaration of interests log book  | View on request                    |  |
| <b>Class 7 – The services we offer</b><br>(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)<br><br>Current information only |                                    |  |
| Parks, playing fields and recreational facilities  | Hardcopy                           |  |
| Newsletters  | Hardcopy and website               |  |
| Seating, litter bins, clocks, memorials and lighting   | Hardcopy                           |  |
| Bus Shelters   | Hardcopy                           |  |
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| <b>Additional Information</b><br>This will provide Parish Meetings with the opportunity to publish information that is not itemised in the lists above |  |  |
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**Contact:** Parish Clerk, Jean Dutton, Hill Farm, Burwardsley, Tattenhall CH 39PF  
Telephone (01829) 770379: email [Dutton@wanadootdpc.co.uk](mailto:Dutton@wanadootdpc.co.uk)

**Website:** [tattenhallpc.org](http://tattenhallpc.org)

## **INFORMATION TYPES / SOURCES**

Hard Copy: all information except those marked “view on request” can be supplied as hard copy. Most information is held in electronic format and so can be provided as copy emails or electronic documents in MSWord. All requests to the Clerk, by email. Requests for actual Hard Copy will be supplied by post as paper copies.

Documents available as “view on request” are original paper or book form items that can be inspected by arrangement with the Clerk.

The notice board is located on the High Street, Tattenhall outside Nisa (Country Stores).

The Newsletter, “In Touch”, is published annually, and a Parish Council report is available, monthly, in the free Parish News. A copy of “In Touch” can be viewed as a .pdf file on the website, and is distributed free to all households in the parish.

The Website is [www.tattenhallpc.org](http://www.tattenhallpc.org) Relevant information is on the Parish Council pages.

The Clerk will advise on availability and sources of information upon request.

## **SCHEDULE OF CHARGES**

Charge for copies 10p per A4 sheet plus £1 postage plus excess postage over basic rate, cheque payable to Tattenhall Parish Council

### **TYPE OF CHARGE**

Photocopying @ 10p per sheet (black & white)

Actual cost of Royal Mail standard 2nd class

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