

# Publication Scheme

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TUNSTALL PARISH COUNCIL

Tiffany Pollock  
CLERK, TUNSTALL PARISH COUNCIL

Information available from Tunstall Parish Council under the model publication scheme is detailed below.

Please note that, where hard copies are requested, any postage costs incurred will be calculated and added to the printing costs. The total amount payable will then be passed on to the requestor for payment before the information is sent.

### Class 1 - Who we are and what we do

<b>Information to be published</b>	<b>How the information can be obtained</b>	<b>Cost</b>
Organisational information, structures, locations and contacts (This will be current information only)	Website	Free
Who's who on the Council and its Committees	Website	Free
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website	Free
Staffing structure	Website	Free

## Class 2 – What we spend and how we spend it

Information to be published	How the information can be obtained	Cost
Income and Expenditure details: <ul style="list-style-type: none"> <li>• Previous financial year</li> <li>• Current financial year</li> </ul>	Hard copy Hard Copy	25p per sheet 25p per sheet
Annual return form and report by auditor	Website Hard copy	Free 25p per sheet
Finalised budget	Website Hard copy	Free 25p per sheet
Precept	Website Hard copy	Free 25p per sheet
Borrowing Approval letter	n/a	
Financial Standing Orders and Regulations	Hard copy Web Site	25p per sheet Free
Grants given and received	Website Hard copy	Free 25p per sheet
List of current contracts awarded and value of contract	Hard copy	25p per sheet
Members' allowances and expenses	Hard copy	25p per sheet

## Class 3 – What our priorities are and how we are doing it

Information to be published	How the information can be obtained	Cost
Parish Plan	n/a	
Annual Report to Parish or Community Meeting	Hard copy Web Site	25p per sheet Free
Quality status	n/a	
Local charters drawn up in accordance with DCLG guidelines	n/a	

## Class 4 – How we make decisions

<b>Information to be published</b>	<b>How the information can be obtained</b>	<b>Cost</b>
Current and previous council year as a minimum	Website Hard copy	Free 25p per sheet
Timetable of meetings	Notice Board* Website	Free Free
Agendas of meetings (as above)	Hard copy Notice Board* Website	25p per sheet Free Free
Minutes of meetings (as above) –this will exclude information that is properly regarded as private to the meeting.	Website Hard copy	Free 25p per sheet
Reports presented to council meetings - this will exclude information that is properly regarded as private to the meeting.	Hard copy Website	25p per sheet Free
Responses to consultation papers	Hard copy	25p per sheet
Responses to planning applications	Hard copy East Suffolk District Council Copy e-mail	25p per sheet Free Free
Bye-laws	n/a	

## Class 5 – Our policies and procedures

Information to be published	How the information can be obtained	Cost
<p>Policies and procedures for the conduct of council business (all available free on the Web Site):</p> <ul style="list-style-type: none"> <li>• Procedural standing orders</li> <li>• Committee and sub-committee terms of reference</li> <li>• Delegated authority in respect of officers</li> <li>• Code of Conduct</li> <li>• Policy statements</li> </ul>	<p>Hard copy</p> <p>Hard copy</p> <p>Hard copy</p> <p>Hard copy</p> <p>Hard copy</p>	<p>25p per sheet</p> <p>25p per sheet</p> <p>25p per sheet</p> <p>25p per sheet</p> <p>25p per sheet</p>
<p>Policies and procedures for the provision of services and about the employment of staff:</p> <ul style="list-style-type: none"> <li>• Internal policies relating to the delivery of services</li> <li>• Equality and diversity policy</li> <li>• Health and safety policy</li> <li>• Recruitment policies (including current vacancies)</li> <li>• Policies and procedures for handling requests for information</li> <li>• Complaints procedures (including those covering requests for information and operating the publication scheme)</li> </ul>	<p>n/a</p> <p>Hard copy Website</p> <p>Hard copy Website</p> <p>Hard copy Web Site</p> <p>Hard copy Web Site</p> <p>Hard copy Website</p>	<p>25p per sheet</p> <p>Free</p> <p>25p per sheet</p> <p>Free</p> <p>25p per sheet</p> <p>Free</p> <p>25p per sheet</p> <p>Free</p>
Information security policy	n/a	
Records management policies (records retention, destruction and archive)	n/a	
Data protection policies	n/a	

Schedule of charges (for the publication of information)	Hard copy Web Site	25p per sheet Free
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## Class 6 – Lists and Registers

Information to be published	How the information can be obtained	Cost
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 Web Site	25p per sheet Free
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)	n/a	
Register of members' interests	Hard copy East Suffolk Council Web Site	25p per sheet Free
Register of gifts and hospitality	Hard copy	25p per sheet

## Class 7 – The Services we offer

Information to be published	How the information can be obtained	Cost
Allotments	n/a	
Burial grounds and closed churchyards	n/a	

\* - The main notice board is located outside the Green Man Pond.

Adopted by the Parish Council at a meeting on: 20<sup>th</sup> February 2024

Signed:

Mrs Tiffany Pollock

Clerk

Dr Karol Silovsky

Chairman