

Information available from Tilsworth Parish Council under the Model Publication Scheme

Annual Report to Parish	Website Hard copy – contact Clerk	Free 20p/sheet
Class 4 – How we make decisions		
Timetable of meetings	Website Hard copy – contact Clerk	Free 20p/sheet
Agendas of meetings	Website Hard copy – contact Clerk	Free 20p/sheet
Minutes of meetings	Website Hard copy – contact Clerk	Free 20p/sheet
Reports presented to council meetings	Website Hard copy – contact Clerk	Free 20p/sheet
Responses to consultation papers	Website Hard copy – contact Clerk	Free 20p/sheet
Responses to planning applications	Website Hard copy – contact Clerk	Free 20p/sheet
Bye-laws	Hard copy – contact Clerk	20p/sheet
Class 5 – Our policies and procedures		
Policies and procedures for the conduct of council business:		
Procedural standing orders	Website Hard copy – contact Clerk	Free 20p/sheet
Committee and sub-committee terms of reference	Website Hard copy – contact Clerk	Free 20p/sheet
Delegated authority in respect of officers	Website Hard copy – contact Clerk	Free 20p/sheet
Code of Conduct	Website Hard copy – contact Clerk	Free 20p/sheet
Complaints procedures (including those covering requests for information and operating the publication scheme)		

	Website Hard copy – contact Clerk	Free 20p/sheet
Records management policies (records retention, destruction and archive)	Website Hard copy – contact Clerk	Free 20p/sheet
Data protection policies	Website Hard copy – contact Clerk	Free 20p/sheet
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)	Register of Electors: Inspection only – contact Clerk or CBC	
Assets Register	Website Hard copy – contact Clerk	Free 20p/sheet
Register of members' interests	CBC Website Hard copy – contact Clerk	Free 20p/sheet
Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)		
Allotments	Website Hard copy – contact Clerk	Free 20p/sheet
Parks, playing fields and recreational facilities	Website Hard copy – contact Clerk	Free 20p/sheet
Seating, litter bins and Christmas lighting	Hard copy – contact Clerk	20p/sheet
Bus shelter	Hard copy – contact Clerk	20p/sheet

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 @ 20p per sheet (black & white)	Cost of resources. Stationery, photocopying
	Postage	Actual cost of Royal Mail standard 2 nd class