

TILLINGHAM VILLAGE COUNCIL

Information available from Tillingham Village Council under the Publication Scheme

Information to be published	How the information can be obtained	Cost
Class1 - Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only	Website – www.essexinfo.net/tillingham	Free
	Facebook Page – www.facebook.com/pg/Tillingham-Village-Council-594190124117517	Free
	Hard copy – Contact the Clerk	50p a sheet
	Parish Council Notice Board (PC NB) located outside of the Village Hall, Vicarage Lane, Tillingham, Essex CM0 7TW	Free
	The Parish Paper (Produced by St Nicholas PCC and delivered to every household in Tillingham each month).	Free
Who's who on the Council and its Committees	Website PC NB Hard copy- contact Clerk	Free Free 50p @sheet
Contact details for Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website PC NB The Parish Paper Hard copy-contact Clerk	Free Free Free 50p @sheet
Location of main Council office and accessibility details	Website PC NB	Free Free
Staffing structure	Hard copy – contact Clerk	50p @sheet
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 as a minimum		
Annual return form and report by auditor	Website Hard copy – contact Clerk PC NB for a limited period	Free 50p @sheet Free
Finalised budget	Website Hard copy – contact Clerk	Free 50p @sheet
Precept	Website Hard copy – contact Clerk	Free 50p @ sheet
Borrowing Approval letter	N/A	
Financial Standing Orders and Regulations	Website Hard copy – contact Clerk	Free 50p @sheet
Grants given and received	Website Hard copy - contact Clerk	Free 50p@ sheet
List of current contracts awarded and value of contract	Hard copy – contact Clerk	50p@ sheet
Members' allowances and expenses	Website Hard Copy – contact Clerk	Free 50p@ sheet
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)		
Village Plan (current and previous year as a minimum)	Website Hard copy- contact Clerk	Free 50p @sheet
Annual Report to Village/Village or Community Meeting (current and previous year as a minimum)	Website (Annual Parish/Village Meeting Minutes) Hard copy-contact Clerk	Free 50p @ sheet
Quality status	N/A	
Local charters drawn up in accordance with DCLG guidelines	N/A	

Class 4 – How we make decisions (Decision making processes and records of decisions)		
Current and previous council year as a minimum		
Timetable of meetings (Council, any committee/sub-committee meetings and village meetings)	Website/Facebook PC NB The Parish Paper Hard copy – contact Clerk	Free Free Free 50p @ sheet
Agendas of meetings (as above)	Website PC NB Hard copy-contact Clerk	Free Free Free
Minutes of meetings (as above) – NB. this will exclude information that is properly regarded as private to the meeting.	Website Hard copy-contact Clerk Distributed to Post Office, Pubs & Medical Centre	Free 50p @sheet Free
Reports presented to council meetings - NB this will exclude information that is properly regarded as private to the meeting.	Website Hard copy-contact Clerk	Free 50p@ sheet
Responses to consultation papers	Hard copy-contact Clerk Website (in minutes)	50p @ sheet Free
Responses to planning applications	Website – (in minutes) Hard copy – contact Clerk	Free 50p@sheet
Bye-laws	Hard copy – contact Clerk	50p @sheet
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)		
Current information only		
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	Where applicable: Hard copy – contact Clerk Website	50p @sheet Free
Policies and procedures for the provision of services and about the employment of staff: 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)	Where applicable Hard copy – contact Clerk Website	50p @sheet Free
Information security policy	Hard copy - contact Clerk	50p @sheet
Records management policies (records retention, destruction and archive)	Website Hard copy- contact Clerk	Free 50p @sheet
Data protection policies	Hard copy- contact Clerk	50p@sheet
Schedule of charges (for the publication of information)	Website Hard copy- contact Clerk	Free 50p@ sheet
Class 6 – Lists and Registers		
Currently maintained lists and registers only		
Any publicly available register or list (if any are held this should be publicised; in most circumstances, existing access provisions will suffice)	Where applicable, hard copy – contact Clerk	50p @ sheet
Assets Register	Website Hard copy-contact Clerk	Free 50p @sheet
Disclosure log (indicating the information that has been provided in response to requests; recommended as good practice, but may not be held by village councils)	Not held	
Register of members' interests	Website	Free
Register of gifts and hospitality	Inspection only	Free

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 – contact Clerk	Free 50p@sheet
Burial grounds and closed churchyards	N/A	
Community centres and village halls	N/A	
Parks, playing fields and recreational facilities	Website Hard copy- contact Clerk	Free 50p@ sheet
Seating, litter bins, clocks, memorials and lighting	Website Hard copy- contact Clerk	Free 50p@ sheet
Bus shelters	N/A	
Markets	N/A	
Public conveniences	Website Hard copy- contact Clerk	Free 50p@ sheet
Agency agreements	N/A	
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	N/A	
Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above		

Contact details:

Mrs Sheila Welham
Clerk and Responsible Financial Officer
Tillingham Village Council
2 Vicarage Lane
Tillingham
Essex CM0 7TW
Telephone: 01621 779584 E Mail: Tillingham.pc@btinternet.com

SCHEDULE OF CHARGES

Where a charge is applied for the provision of information, these will be reviewed on an annual basis. Applicants should contact the Clerk for current figures.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying 50p@ sheet (black & white)	Actual cost *
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation

* the actual cost incurred by the public authority