

Information available from Tankersley Parish Council under the model publication scheme

Information to be published	How the information can be obtained	Cost
Class 1 - Who we are and what we do		
Who's who on the Council and its Committees	Website Hard Copy – contact Clerk	Free 5p/sheet
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website Hard Copy – contact Clerk	Free 5p/sheet
Class 2 – What we spend and how we spend it		
Annual return form and report by auditor	Hard Copy – contact Clerk	5p/sheet
Finalised budget	Hard Copy – contact Clerk	5p/sheet
Precept	Hard Copy – contact Clerk	5p/sheet
Financial Standing Orders and Regulations	Hard Copy – contact Clerk	5p/sheet
Grants given and received	Hard Copy – contact Clerk	5p/sheet
Class 3 – What our priorities are and how we are doing		
Parish Plan	Website Hard Copy – contact Clerk	Free 5p/sheet
Annual Report to Parish Meeting	Hard Copy – contact Clerk	5p/sheet
Local charters drawn up in accordance with DCLG guidelines	BMBC Website	Free
Class 4 – How we make decisions		
Timetable of meetings	Website Hard Copy – contact Clerk	Free 5p/sheet
Agendas of meetings	Website Hard Copy – contact Clerk	Free 5p/sheet
Minutes of meetings	Website	Free

	Hard Copy – contact Clerk	5p/sheet
Reports presented to council meetings	Hard Copy – contact Clerk	5p/sheet
Responses to consultation papers	Hard Copy – contact Clerk	5p/sheet
Responses to planning applications	Hard Copy – contact Clerk	5p/sheet
Bye-laws	Hard Copy – contact Clerk	5p/sheet
Class 5 – Our policies and procedures		
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	Hard Copy – contact Clerk	5p/sheet
Policies and procedures for the provision of services and about the employment of staff:	Hard Copy – contact Clerk	5p/sheet
Records management policies (records retention, destruction and archive)	Hard Copy – contact Clerk	5p/sheet
Schedule of charges (for the publication of information)	Website Hard Copy – contact Clerk	Free 5p/sheet
Class 6 – Lists and Registers		
Assets Register	Hard Copy – contact Clerk	5p/sheet
Register of members' interests	Hard Copy – contact Clerk	5p/sheet
Class 7 – The services we offer		
Allotments	Website Hard Copy – contact Clerk	Free 5p/sheet
Parks, playing fields and recreational facilities	Website Hard Copy – contact Clerk	Free 5p/sheet
Seating, litter bins, clocks, memorials and lighting	Hard Copy – contact Clerk	5p/sheet

Contact details:

Clerk to Tankersley Parish Council
Mrs K Blantern
7 Cliffe Avenue
Crane Moor
Sheffield
S35 7AS

SCHEDULE OF CHARGES

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 5p per sheet (black & white) A4 only	Actual cost *
	Postage	Actual cost of Royal Mail standard 2 nd class
Administration Fee	Admin @ 50p per document	Actual cost *

* the actual cost incurred by the public authority