

## Information available from Tankersley 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>            Tankersley Parish Council – Meets the third Monday of each month at 7.00pm in the Hub, Pilley Lane, Tankersley.            Parish Councillors surgery is by appointment.            Please contact the Clerk if you want to attend the meeting, have a question raised at the meeting or to arrange an appointment with one or more Parish Councillors</p> <p>web pages visit – <a href="http://www.tankersleypc.org">www.tankersleypc.org</a></p>	<p>An agenda will be added to the website and the three notice boards within the Parish.</p> <p>Minutes will be added to the website once they have been authorised and signed.</p>	<p>Free</p>
<p>Who's who on the Council</p>		
<p>Robert Lodge  <b>Chair</b>  <a href="mailto:cllrobertlodge@tankersleypc.org">cllrobertlodge@tankersleypc.org</a></p> <p>Matthew Jarvis            Parish Councillor  <b>Vice Chair</b>  <a href="mailto:cllrmatthewjarvis@tankersleypc.org">cllrmatthewjarvis@tankersleypc.org</a></p> <p>David Crossley            Parish Councillor  <a href="mailto:cllrdavidcrossley@tankersleypc.org">cllrdavidcrossley@tankersleypc.org</a></p> <p>Richard Horsfall            Parish Councillor  <a href="mailto:cllrrichardhorsfall@tankersleypc.org">cllrrichardhorsfall@tankersleypc.org</a></p>		

Jane Laverack Parish Councillor	<a href="mailto:cllrjanelaverack@tankerslypc.org">cllrjanelaverack@tankerslypc.org</a>		
Dennis Simpson Parish Councillor	<a href="mailto:cllrdennissimpson@tankersleypc.org">cllrdennissimpson@tankersleypc.org</a>		
Kerry Sowersby Parish Councillor	<a href="mailto:cllrkerrysowersby@tankersleypc.org">cllrkerrysowersby@tankersleypc.org</a>		
Parish Clerk:-Catherine Mullen, 35 Kestrel Avenue, Thorpe Hesley, Rotherham, South Yorkshire S61 2TT Email – <a href="mailto:clerk@tankersleypc.org">clerk@tankersleypc.org</a>			
Location of main Council office and accessibility details		N/A (not applicable)	
Staffing structure		N/A	
<b>Class 2 – What we spend and how we spend it</b> (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)  Current and previous financial year as a minimum		Electronic version by email request  Hard copy	Free  25p per sheet black and white 30p per sheet colour
Annual return form and report by auditor		Website  Hard copy	Free  25p per sheet black and white 30p per sheet colour
Finalised budget		Website/ Electronic	Free
Precept			
Borrowing Approval letter		Hard copy	25p per sheet black and white 30p per sheet
Financial Standing Orders and Regulations			

		colour
Grants given and received	Electronic Hard copy	Free 25p per sheet black and white 30p per sheet colour
List of current contracts awarded and value of contract	N/A	
Members' allowances and expenses	N/A	

<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)		
Parish Plan	Electronic Hard copy only	Free 25p per sheet black and white 30p per sheet colour
Annual Report to Parish Meeting (current and previous year as a minimum)	Website/Electronic Hard copy	Free 25p per sheet black and white 30p per sheet colour
Local charters drawn up in accordance with guidance from Department for Levelling Up, Housing & Communities	N/A	

<p><b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions)</p> <p>Current and previous council year</p>	<p>Website/ Electronic</p> <p>Hard copy</p>	<p>Free</p> <p>25p per sheet black and white 30p per sheet colour</p>
<p>Timetable of meetings (Parish Council meetings and annual parish meeting)</p>	<p>Website/electronic/parish noticeboards</p> <p>Hard copy</p>	<p>Free</p> <p>25p per sheet black and white 30p per sheet colour</p>
<p>Agendas of meetings (as above)</p>		
<p>Minutes of meetings (as above) – NOTE This will exclude information that is properly regarded as private to the meeting. Minutes may be redacted to comply with data protections laws</p>		
<p>Reports presented to council meetings - NOTE This will exclude information that is properly regarded as private to the meeting. Minutes may be redacted to comply with data protections laws</p>	<p>Electronic</p> <p>Hard copy</p>	<p>Free</p> <p>25p per sheet black and white 30p per sheet colour</p>
<p>Responses to consultation papers</p>	<p>Electronic</p> <p>Hard copy</p>	<p>Free</p> <p>25p per sheet black and white 30p per sheet colour</p>
<p>Responses to planning applications</p>		
<p>Bye-laws</p>	<p>N/A</p>	

<p><b>Class 5 – Our policies and procedures</b>  (Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information only</p> <p><b>All can be viewed on the website</b></p>		
<p>Policies and procedures for the conduct of council business:  <b>All can be viewed on the website</b></p> <p>Procedural Standing Orders</p> <p>Financial Regulations</p> <p>Code of Conduct</p> <p>Policies and Policy Statement</p> <p>Committee and sub-committee terms of reference</p> <p>Delegated authority in respect of officers</p>	<p>Website/Electronic</p> <p>Hard copy</p> <p>N/A</p>	<p>Free</p> <p>25p per sheet black and white</p> <p>30p per sheet colour</p>
<p>Policies and procedures for the provision of services and about the employment of staff:</p> <p>Internal policies relating to the delivery of services</p> <p>Equality and diversity policy</p> <p>Health and safety policy</p> <p>Recruitment policies (including current vacancies)</p> <p>Policies and procedures for handling requests for information</p> <p>Complaints procedures (including those covering requests for information and operating the publication scheme)</p>	<p>Website/Electronic</p> <p>Hard copy</p>	<p>Free</p> <p>25p per sheet black and white</p> <p>30p per sheet colour</p>
<p>Information security policy</p>	<p>Website/Electronic</p>	<p>Free</p>
<p>Records management policies (records retention, destruction and archive)</p>		
<p>Data protection policies</p>	<p>Hard copy</p>	<p>25p per sheet</p>

Schedule of charges (for the publication of information)		black and white 30p per sheet colour
<b>Class 6 – Lists and Registers</b>	Website/Electronic	Free
Currently maintained lists and registers only	Hard copy	25p per sheet black and white 30p per sheet colour
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)		
Assets Register	Website/Electronic	Free
	Hard Copy	25p per sheet black and white 30p per sheet colour
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)	Electronic	Free
	Hard copy	25p per sheet black and white 30p per sheet colour
Register of members' interests	Website or by appointment to view	Free
	Hard Copy	25p per sheet black and white

		30p per sheet colour
Register of gifts and hospitality	Electronic or by appointment to view  Hard copy	Free  25p per sheet black and white 30p per sheet colour
<b>Class 7 – The services we offer</b> (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)  Current information only	Website/Electronic  Hard copy	Free  25p per sheet black and white 30p per sheet colour
Allotments	Website/Electronic  Hard copy  Note Allotment tenants are provided with a free hard copy of the Allotment Rules	Free  25p per sheet black and white 30p per sheet colour
Burial grounds and closed churchyards	N/A	
Community centres and village halls	N/A	
Parks, playing fields and recreational facilities	Hard copy only  Note this does not apply to BMBC facilities	25p per sheet black and white 30p per sheet

		colour
Seating, litter bins, clocks, memorials and lighting	Hard copy only  Note this does not apply to BMBC facilities	25p per sheet black and white 30p per sheet colour
Bus shelters	N/A	
Markets	N/A	
Public conveniences	N/A	
Agency agreements	N/A	
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. allotment rents)	Website/Electronic  Hard copy	Free  25p per sheet black and white 30p per sheet colour

<b>Additional Information</b> This will provide Councils with the opportunity to publish information that is not itemised in the lists above		



**Contact details:**

Parish Clerk – Catherine Mullen.

35, Kestrel Avenue, Thorpe Hesley, Rotherham South Yorkshire S61 2TT

Tel:-0743 2025488

Email – [clerk@tankersleypc.org](mailto:clerk@tankersleypc.org)

**SCHEDULE OF CHARGES**

This describes how the charges have been arrived at and should be published as part of the guide.

<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b>BASIS OF CHARGE</b>
<b>Disbursement cost</b>	Photocopying @ 25p per sheet (black & white)	Actual cost *
	Photocopying @ 30p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Statutory Fee</b>		In accordance with the relevant legislation (quote the actual statute)
<b>Other</b>		

- The actual cost incurred by the public authority