**Information available from Tankersley Parish Council under the model publication scheme**

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| **Information to be published** | **How the information can be obtained** | **Cost** |
| **Class1 - Who we are and what we do**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 Councillorsweb pages visit – www.tankersleypc.org | An agenda will be added to the website and the three notice boards within the Parish.Minutes will be added to the website once they have been authorised and signed. | Free |
| Who’s who on the Council  |  |  |
| Helen Reckless **Chair**  |  |  |
| Paul Simpkin**Vice Chair** |  |  |
| Peter Clarney**Parish Councillor** |  |  |
| Andrew Cocking**Parish Councillor** |  |  |
| Lindsey Greaves**Parish Councillor** |  |  |
| Robert Lodge**Parish Councillor** |  |  |
| Richard Garforth**Parish Councillor** |  |  |
| Parish Clerk:-Gemma Smith, 75, Chapel Road, PilleyBarnsley S75 3AREmail – clerk@tankersleypc.org |  |  |
| Location of main Council office and accessibility details | N/A (not applicable) |  |
| Staffing structure | N/A |  |
|  |  |  |
| **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 | Website/ ElectronicHard copy | Free25p per sheet black and white30p per sheet colour |
| Annual return form and report by auditor | Website/ ElectronicHard copy | Free25p per sheet black and white30p per sheet colour |
| Finalised budgetPreceptBorrowing Approval letterFinancial Standing Orders and Regulations | Website/ ElectronicHard copy | Free25p per sheet black and white30p per sheet colour |
| Grants given and received | ElectronicHard copy | Free25p per sheet black and white30p per sheet colour |
| List of current contracts awarded and value of contract | N/A |  |
| Members’ allowances and expenses | N/A |  |
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| **Class 3 – What our priorities are and how we are doing**(Strategies and plans, performance indicators, audits, inspections and reviews) |  |  |
| Neighbourhood Plan  | Website/ Electronic | Free |
| Annual Report to Parish Meeting (current and previous year as a minimum) | Website/ElectronicHard copy | Free25p per sheet black and white30p per sheet colour |
| Local charters drawn up in accordance with guidance from Department for Levelling Up, Housing & Communities  | N/A |  |
|  |  |  |
| **Class 4 – How we make decisions**(Decision making processes and records of decisions)Current and previous council year  | Website/ ElectronicHard copy | Free25p per sheet black and white30p per sheet colour |
| Timetable of meetings (Parish Council meetings and annual parish meeting) | Website/electronic/parish noticeboardsHard copy | Free25p per sheet black and white30p per sheet colour |
| Agendas of meetings (as above) | Website/electronic/parish noticeboards | Free |
| Minutes of meetings (as above) – NOTEThis will exclude information that is properly regarded as private to the meeting. Minutes may be redacted to comply with data protections laws  | Website/electronic | Free |
| Reports presented to council meetings - NOTEThis will exclude information that is properly regarded as private to the meeting. Minutes may be redacted to comply with data protections laws | Electronic Hard copy | Free25p per sheet black and white30p per sheet colour |
| Responses to consultation papers | Electronic/ Hard CopyElectronic/Hard copy | Free25p per sheet black and white30p per sheet colour |
| Responses to planning applications |
| Bye-laws | N/A |  |
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| **Class 5 – Our policies and procedures**(Current written protocols, policies and procedures for delivering our services and responsibilities)Current information only**All can be viewed on the website** |  |  |
| Policies and procedures for the conduct of council business: **All can be viewed on the website**Procedural Standing OrdersFinancial RegulationsCode of ConductPolicies and Policy StatementNeighbourhood Plan Working Group Terms of Reference | Website/Electronic Hard copy | Free25p per sheet black and white30p per sheet colour |
| Committee and sub-committee terms of reference | N/A |  |
| Delegated authority in respect of officers | See Minutes |  |
| Policies and procedures for the provision of services and about the employment of staff:Internal policies relating to the delivery of servicesEquality and diversity policyHealth and safety policyRecruitment policies (including current vacancies) Policies and procedures for handling requests for informationComplaints procedures (including those covering requests for information and operating the publication scheme) | Website/ElectronicHard copy | Free25p per sheet black and white30p per sheet colour |
| Information security policy | Website/ElectronicHard copy | Free25p per sheet black and white30p per sheet colour |
| Records management policies (records retention, destruction and archive) |
| Data protection policies  |
| Schedule of charges (for the publication of information) |
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| **Class 6 – Lists and Registers**Currently maintained lists and registers only | Website/ElectronicHard copy | Free25p per sheet black and white30p 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/ElectronicHard Copy | Free25p per sheet black and white30p 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 Hard copy | Free25p per sheet black and white30p per sheet colour |
| Register of members’ interests | Website or by appointment to viewHard Copy  | Free25p per sheet black and white30p per sheet colour |
| Register of gifts and hospitality | Electronic or by appointment to viewHard copy | Free25p per sheet black and white30p per sheet colour |
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| **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 | Website/ElectronicHard copy | Free25p per sheet black and white30p per sheet colour |
| Allotments | N/A |  |
| Burial grounds and closed churchyards | N/A |  |
| Community centres and village halls | N/A |  |
| Parks, playing fields and recreational facilities | N/ANote the Parks, playing fields and recreational facilities are managed by BMBC. This Publication Scheme does not apply to BMBC assets and facilities |  |
| Seating, litter bins, clocks, memorials and lighting | Hard copy onlyNote these are covered on the Asset Register.Note this Publication Scheme does not apply to BMBC assets and facilities | 25p per sheet black and white30p 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/ElectronicHard copy | Free25p per sheet black and white30p per sheet colour |
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| **Additional Information**This will provide Councils with the opportunity to publish information that is not itemised in the lists above |  |  |
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**Contact details:**

Parish Clerk – Gemma Smith.

Chapel Road, Pilley, Barnsley, S75 3AR
Tel

Email – clerk@tankersleypc.org

SCHEDULE OF CHARGES

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

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| **TYPE OF CHARGE** | **DESCRIPTION** | **BASIS OF CHARGE** |
| **Disbursement cost** | Photocopying @ 25p per sheet (black & white) | Actual cost \*  |
|  | Photocopying @ 30p per sheet (colour) | Actual cost |
|  |  |  |
|  | Postage | Actual cost of Royal Mail standard 2nd class |
|  |  |  |
| **Statutory Fee** |  | In accordance with the relevant legislation (quote the actual statute) |
|  |  |  |
| **Other** |  |  |
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* The actual cost incurred by the public authority