

Information available from Teddington & Alstone Parish Council under the model publication scheme

Information to be published	How the information can be obtained	Cost
<p>Class1 - Who we are and what we do (Organisational information, structures, locations and contacts)</p> <p>This will be current information only</p>	<p>Web site Email Hardcopy</p>	<p>No cost £1 At cost</p>
<p>Chairman of the Meeting</p>	<p>Web site Email Hardcopy</p>	<p>No cost £1 At cost</p>
<p>The Parish Trustees</p>	<p>Web site Email Hardcopy</p>	<p>No cost £1 At cost</p>
<p>Who's who on any committees</p>	<p>Web site Email Hardcopy</p>	<p>No cost £1 At cost</p>
<p>Contact details (named contacts where possible with telephone number and email address (if used))</p>	<p>Web site Email Hardcopy</p>	<p>No cost £1 At cost</p>

Staff arrangements	Web site Hardcopy	No cost At cost
Class 2 – What we spend and how we spend it (Financial information relating to projected and actual income and expenditure and financial audit)		
Current and previous financial year as a minimum	email Hardcopy	£1 At cost
Precept	Hardcopy	At cost
Annual Return Form	Hardcopy	At cost
Auditor's annual report	Hardcopy	At cost
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)		
Current and previous year as a minimum	Hardcopy	At cost
Parish Plan (when available)	Hardcopy	At cost
Class 4 – How we make decisions (Decision making processes and records of decisions)		
Current and previous council year as a minimum	Email Hardcopy	£1 At cost

Agendas of meetings (Parish Meeting and Committee Meetings)	Web site	No cost
	Email	£1
	Hardcopy	At cost
Minutes of meetings (as above) – n.b. this will exclude information that is properly regarded as private to the meeting.	Web site	No cost
	Email	£1
	Hardcopy	At cost
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only	Email	£1
	Hardcopy	At cost
Policies and procedures for the conduct of business by the Parish Meeting: Procedural standing orders Financial regulations	Email	£1
	Hardcopy	At cost
Schedule of Charges (for publication of information)	Hardcopy	At cost

Class 6 – Lists and Registers		
Currently maintained lists and registers only	Hardcopy	At cost
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	Hardcopy	At cost
Assets list held by the Parish Trustees	Email	£1
	Hardcopy	At cost
Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)	<i>(hard copy, website or arrangements to view):</i>	
Current information only	Web Site	No cost
	Hardcopy	At cost
Details of services provided by the Parish Meeting	Hardcopy	At cost
Newsletters	Web Site	No cost
	Email	£1
	Hardcopy	At cost
Services for which the parish is entitled to recover a fee, together with those fees	Web Site	No cost
	Email	£1
	Hardcopy	At cost

Contact:

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Teddington & Alstone Parish Council

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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 @ ..50p per sheet (black & white)	Estimated cost *
	Photocopying @ ..£1 per sheet (colour)	Estimated cost
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)
Other		