

INFORMATION AVAILABLE FROM TINTINHULL PARISH COUNCIL UNDER THE MODEL PUBLICATION SCHEME

(Adopted by the council on 21ST May 2012) Reviewed in 2025

Information to be published	How the information can be obtained?	Cost Email parishclerk@tintinhull.online Web Site www.tintinhull.online FREE
Class1 - Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only		
- Who's who on the Council, - Contact details for Parish Clerk and Council Members and Member Responsibilities	Hard copy, email, web site Hard copy, email, web site	10p per A4 copy 10p per A4 copy
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	Hard copy, email, web site	10p per A4 copy
Annual return form and report by auditor	Hard copy, email, web site	10p per A4 copy
Finalised budget	Hard copy, email, web site	10p per A4 copy
Precept	Hard copy, email, web site Hard copy, email, web site	10p per A4 copy
Financial Standing Orders and Regulations	Hard copy, email, web site	10p per A4 copy
Grants given and received	Hard copy, email, web site	10p per A4 copy
List of current contracts awarded and value of contract	Hard copy, email, web site	10p per A4 copy
Members' allowances and expenses	Hard copy, email, web site	10p per A4 copy

Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)		
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 and parish meetings)		
Agendas of meetings (as above)	Hard copy, email, website	10p per A4 copy
Minutes of meetings (as above)	Hard copy, email, website	10p per A4 copy
Reports presented to council meetings	Hard copy, email, website	10p per A4 copy
Responses to consultation papers	Hard copy, email, website	10p per A4 copy
Responses to planning applications	Hard copy, email, website	10p per A4 copy
CLASS 5 – Our policies and procedures Policies and procedures for delivering our services and responsibilities Current information only		
Procedural Standing Orders	Hard copy, email, website	10p per A4 copy
Committee and sub-committee Terms of Reference	Hard copy, email, website	10p per A4 copy
Code of Conduct	Hard copy, email, website	10p per A4 copy
Policies and procedures for handling requests for information	Hard copy, email, website	10p per A4 copy
Complaints procedure (including those covering requests for information and operating the publication scheme)	Hard copy, email, website	10p per A4 copy
Records management policies (records retention, destruction and archive)	Hard copy, email, website	10p per A4 copy
Schedule of charges for the publication of information	Hard copy, email, website	10p per A4 copy
Class 6 – Lists and Registers Currently maintained lists and registers only		
Any publicly available register or list	Hard copy	10p per A4 copy
Assets Register	Hard copy, email, website	10p per A4 copy
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		
○ Recreational Facilities	Hard copy, email, website	10p per A4 copy
○ Seating, litter bins and bus shelters	Hard copy, email, website	10p per A4 copy
○ A summary of services for which the council is entitled to recover a fee, together with those fees	Hard copy, email, website	10p per A4 copy
○ Allotments	Hard copy, email, website	10p per A4 copy

SCHEDULE OF CHARGES

Type of charge	Description	Basis of Charge
Disbursement cost	Photocopying @10p per sheet	Actual cost of paper+machine+time
	Postage	Actual cost
Statutory Fee		In accordance with relevant legislation (Freedom of Information Act 2000)

CONTACT DETAILS

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