

Information available from Tankersley 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 Tankersley Parish Council – Meets the fourth 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 – www.tankersleypc.org</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>	Free
Who's who on the Council		
<p>Helen Reckless Chair</p> <p>Paul Simpkin Vice Chair</p> <p>Andrew Cocking Parish Councillor</p> <p>Richard Garforth Parish Councillor</p> <p>Robert Lodge Parish Councillor</p>		

Parish Clerk:- Siani Allan, 54 Somersby Avenue, Doncaster DN5 8HB Email – 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	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
Financial Standing Orders and Regulations	Website/ Electronic	30p per sheet 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	

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/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	
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year	Website/ Electronic Hard copy	Free 25p per sheet black and white 30p per sheet colour
Timetable of meetings (Parish Council meetings and annual parish meeting)	Website/electronic/parish noticeboards Hard copy	Free 25p per sheet black and white 30p per sheet colour

Agendas of meetings (as above)	Website/electronic/parish noticeboards	Free
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	Website/electronic	Free
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	Electronic Hard copy	Free 25p per sheet black and white 30p per sheet colour
Responses to consultation papers	Electronic/ Hard Copy	Free
Responses to planning applications	Electronic/Hard copy	25p per sheet black and white 30p per sheet colour
Bye-laws	N/A	

<p>Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information only</p> <p>All can be viewed on the website</p>		
<p>Policies and procedures for the conduct of council business: All can be viewed on the website</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 Delegated authority in respect of officers</p> <p>Neighbourhood Plan Working Group Terms of Reference</p>	<p>Website/Electronic</p> <p>Hard copy</p> <p>N/A</p> <p>Website/Electronic</p>	<p>Free</p> <p>25p per sheet black and white 30p per sheet colour</p> <p>Free</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 Equality and diversity policy Health and safety policy Recruitment policies (including current vacancies) Policies and procedures for handling requests for information 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 30p per sheet colour</p>

Information security policy	Website/Electronic	Free
Records management policies (records retention, destruction and archive)	Hard copy	25p per sheet black and white 30p per sheet colour
Data protection policies		
Schedule of charges (for the publication of information)		
Class 6 – Lists and Registers		
Currently maintained lists and registers only	Website/Electronic	Free
	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
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/Electronic Hard copy	Free 25p per sheet black and white 30p 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/A Note 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 only Note these are covered on the Asset	25p per sheet black and white

	Register. Note this Publication Scheme does not apply to BMBC assets and facilities	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

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

Contact details:

Parish Clerk – Siani Allan
54 Somersby Avenue, Doncaster DN5 8HB
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.

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 2 nd class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)
Other		

- The actual cost incurred by the public authority