

<p>John Hopkinson Parish Councillor</p> <p>clljohnhopkinson@tankersleypc.org</p> <p>Richard Horsfall Parish Councillor</p> <p>cllrichardhorsfall@tankersleypc.org</p> <p>Matthew Jarvis Parish Councillor</p> <p>cllmatthewjarvis@tankersleypc.org</p> <p>Jane Laverack Parish Councillor</p> <p>cllrjanelaverack@tankersleypc.org</p> <p>Dennis Simpson Parish Councillor</p> <p>cllrdennissimpson@tankersleypc.org</p> <p>Parish Clerk:-Catherine Mullen, 35 Kestrel Avenue, Thorpe Hesley, Rotherham, South Yorkshire S61 2TT Email – clerk@tankersleypc.org</p>		
Location of main Council office and accessibility details	N/A (not applicable)	
Staffing structure	N/A	
<p>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)</p> <p>Current and previous financial year as a minimum</p>	<p>Electronic version by email request</p> <p>Hard copy</p>	<p>Free</p> <p>25p per sheet black and white 30p per sheet colour</p>
Annual return form and report by auditor	<p>Website</p> <p>Hard copy</p>	<p>Free</p> <p>25p per sheet black and white 30p per sheet colour</p>

Finalised budget	Website/ Electronic Hard copy	Free 25p per sheet black and white 30p per sheet colour
Precept		
Borrowing Approval letter		
Financial Standing Orders and Regulations		
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)		
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	
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
Agendas of meetings (as above)		25p per sheet black and white 30p per sheet colour
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		25p per sheet black and white 30p per sheet colour
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		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</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
Class 6 – Lists and Registers	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
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	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

Additional Information 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

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