

# WORMINGHALL PARISH COUNCIL

## TRANSPARENCY CORE DOCUMENT

**TCD Number**      **12**

**TCD Title**      **Publication Scheme**

	<b>NAME</b>	<b>TITLE</b>	<b>SIGNATURE</b>	<b>DATE</b>
<b>Author</b>	Rebecca Martin	Mrs	{Signed Electronically}	4 <sup>th</sup> August 2023
<b>Authoriser</b>	Tracey Skates	Cllr	{Signed Electronically}	4 <sup>th</sup> August 2023

<b>Effective Date:</b>	4 <sup>th</sup> August 2023
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<b>READ BY</b>			
<b>NAME</b>	<b>TITLE</b>	<b>SIGNATURE</b>	<b>DATE</b>
Graeme Wright	Cllr	{Signed Electronically}	4 <sup>th</sup> August 2023
Steven Bramley	Cllr	{Signed Electronically}	4 <sup>th</sup> August 2023
John Hopcroft	Cllr	{Signed Electronically}	4 <sup>th</sup> August 2023
Kate Tinkler	Cllr	{Signed Electronically}	4 <sup>th</sup> August 2023

<b>Amendment No.</b>	<b>Effective Date</b>	<b>Significant Changes</b>

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Information to be published	How the information can be obtained	Cost
<b>Class 1 – Who are we and what we do</b> Organisational information, structures, locations and contacts (This will be current information only)	<b>Website and/or Hard copy</b>	
Who's who on the Council and its Committees	Website. Hard copy from the Council office	Free 10p/A4 sheet
Contact details for Clerk and Council members with telephone number and email address	Website. Hard copy from the Council office	As above
Location of main Council office and accessibility details	Website. Hard copy from the Council office	Free
Staffing structure	Website. Hard copy from the Council office	Free 10p/A4 sheet
<b>Class 2 – What we spend and how we spend it</b> (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)	<b>Website and/or Hard copy</b>	
Current and previous financial year as a minimum		
Annual return form and report by auditor	Website Hard copy from the Council office	Free 10p/A4 sheet
Finalised budget	Website Hard copy from the Council office	Free 10p/A4 sheet

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Precept	Website Hard copy from the Council office	Free 10p/A4 sheet
Financial Standing Orders and Regulations	Website Hard copy from the Council office	Free 10p/A4 sheet
Grants given and received	Hard copy from the Council office	10p/A4 sheet
List of current contracts awarded and value of contract	Hard copy from the Council office	10p/A4 sheet
Members' allowances and expenses	Hard copy from the Council office	10p/A4 sheet
<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)	<b>Website and/or hard copy</b>	
Forward Plan (3 year)	Website Hard copy from the Council office	Free 10p/A4 sheet
Annual Report to Annual Parish Meeting	Newsletter Hard copy from the Council office	Free 10p/A4 sheet
<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions)	<b>Website and/or Hard copy</b>	
Timetable of meetings (Council and committee meetings)	Website Hard copy from Council office	Free 10p/A4 sheet
Agendas of meetings (as above) Minutes of meetings (as above) - this will exclude information that is properly regarded as private to the meeting	Website Hard copy from Council office	Free 10p/A4 sheet

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Reports presented to Council and Committee meetings – this will exclude information that is properly regarded as private to the meeting Responses to consultation papers	Hard copy from the Council office	10p/A4 sheet
Responses to planning applications	Website - Minutes Hard copy from Council office	Free 10p/A4 sheet
<b>Class 5 – Our Policies and Procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities)	<b>Website and/or Hard copy</b>	
Policies and procedures for the conduct of Council business: Procedural Standing Orders Code of Conduct Policy and Protocol statements	Website Hard copy from the Council office	Free 10p/A4 sheet
Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme) Records management policies (records retention, destruction and archive) Data Protection Policy Schedule of charges (for the publication of information)	Website Hard copy from the Council office	Free 10p/A4 sheet
<b>Class 6 – Lists and Registers</b>	<b>Website and/or Hard copy</b>	
Currently maintained lists and registers only		
Assets Register Register of members' interests Register of gifts and hospitality	Website Hard copy from the Council office	Free 10p/A4 sheet

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## TRANSPARENCY CORE DOCUMENT

<b>Class 7 – The services we offer</b> Current information only	<b>Website and/or Hard copy</b>	
Parish Council Footpaths Map	Website Hard copy from the Council office	Free 10p/A4 sheet

**Contact details:**

Website Address: [www.worminghall-pc.co.uk](http://www.worminghall-pc.co.uk)

Requests for hard copies can be made to - The Parish Clerk, Worminghall Parish Council, 1 Pottery Close, Fairford Leys, Aylesbury, Bucks, HP19 7FY

Telephone: 07984 206148

email: [clerk2@worminghall-pc.co.uk](mailto:clerk2@worminghall-pc.co.uk)

**SCHEDULE OF CHARGES** – where a charge is applied for the provision of information, these will be reviewed on an annual basis. Applicants should contact the Parish Council for current figures.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
<b>Disbursement cost</b>	Photocopying @ 10p per A4 sheet (black & white)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Freedom of Information Act</b>	For information which costs the Parish Council less than £450 to collate there will be no charge in addition to the disbursements referred to above.	