

# TOVIL PARISH COUNCIL



## 27. MODEL PUBLICATION SCHEME

REVIEWED: 20.4.2023

MINUTE REF:

**Information available from Tovil Parish Council under the model  
publication scheme**  
**(Information of the fees charged are detailed on the final page)**

<b>Information to be Published</b>	<b>How the Information can be Obtained</b>
<b>Class 1 – Who we are and what we do?</b>	
<b>Who's who on the Council and its Committees?</b> Full Council Planning Committee Environmental Enhancements Committee Finance Committee	Hard Copy Electronic Website
<b>Contact Details for Parish Clerk and Council Members</b>	Hard Copy Electronic Copy Website Newsletter
<b>Location of the Parish Council Office and Accessibility Details</b>	Hard Copy Electronic Copy Website Newsletter
<b>Staffing Structure</b> List of Staff	Hard Copy Electronic Copy Website

<b>Class 2 What we spend and how we spend it?</b>	
<b>Annual Return Form and Report by Auditor</b> Publication of annual return prior to Auditor Publication of response from auditor on receipt of return.	Hard Copy Electronic Copy Website Noticeboards (for an allocated time)
<b>Finalised Budget</b> Following agreement at Full Council Meeting	Hard Copy Electronic Copy Website
<b>Precept</b> Following agreement at Full Council Meeting	Hard Copy Electronic Copy Website
<b>Borrowing Approval Letter</b>	Not applicable at present
<b>Financial Regulations</b>	Hard Copy Electronic Copy Website
<b>Grants Given and Received</b>	Hard Copy Website Financial Software
<b>List of Current Contracts Awarded and Value of Contracts</b>	Hard Copy
<b>Members Allowances and Expenses</b> Members allowance not received. Travel Expenses	Hard Copy

<b>Class 3 – What our priorities are and how we are doing?</b>	
Community Plan Emerging Tovil Neighbourhood Plan	Hard Copy Electronic Copy Website
<b>Quality Status</b>	Hard Copy

<b>Class 4 – How do we make decisions?</b>	
<b>Decision Making Processes and Records of Decisions</b>	Minutes available on website/Hard Copy/Electronic Copy
<b>Agendas of Meetings</b>	Hard Copy Electronic Copy Website Noticeboards (for an allocated amount of time <sup>1</sup> )
<b>Approved Minutes of Meetings</b>	Hard Copy Electronic Copy Website
<b>Draft Minutes of Council Meetings</b> (Within five days of the Meeting)	Hard Copy in Office Electronic Copy
<b>Responses to Planning Applications</b>	Hard Copy Electronic Copy MBC Website

<b>Class 5 – Our Policies and Procedures</b>	
<b>Procedural Standing Orders</b>	Hard Copy Electronic Copy Website
<b>Committee Terms of Reference</b>	Hard Copy Electronic Copy Website
<b>Scheme of Delegation</b>	Electronic Copy
<b>Kent Code of Conduct</b>	Electronic Copy Hard Copy Website
<b>Policy Statements</b>	Hard Copy Electronic Copy Website

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<sup>1</sup> The Local Government Act 1972 s243

<b>Internal Policies Relating to the Delivery of Services</b>	Hard Copy Electronic Copy Website
<b>Tovil Parish Council Policies</b> (List Available from the Parish Office)	Hard Copy Electronic Copy Website
<b>Schedule of Charges</b>	Hard Copy Electronic Copy Website

<b>Class 6 – Lists and Registers</b>	
<b>Assets Register</b>	Hard Copy Electronic Copy
<b>Register of Members Interest (DPI)</b>	Electronic copy Hard Copy Website
<b>Register of Gifts and Hospitality</b>	Electronic Copy Hard Copy

<b>Class 7 The Services we Offer.</b>	
<b>Seating and Litter Bins</b>	Hard Copy Electronic Copy
<b>Bus Shelter</b>	Hard Copy Electronic Copy
<b>Burial Ground</b>	Hard Copy Electronic Copy

<b>Costs</b>	
<b>Photocopy of existing material in the parish office</b>	<b>10p per sheet</b>
<b>Scanning existing material, formatting and saving digitally in the Parish Office</b>	<b>25p per sheet</b>
<b>Reproduction of existing material that cannot be done in the Parish Office.</b>	<b>To be quoted on a case by case basis depending on the exact requirements. Cost will include staff time/travelling expenses postage costs involved.</b>
<b>Staff time to find, sort, edit or reformat material</b>	<b>£25 per hour</b>
<b>Postage (using the service you prefer)</b>	<b>Quoted on a case by case basis</b>
<b>Emailing of existing material held in a digital format</b>	<b>Free of charge</b>

**On receipt of your written request the Parish Clerk will write and advise you of the charges attached to your request. The 30 day period will restart from the day the RFO receives your payment.**

**Please note the Parish Council does not have to provide the information if you fail to pay within three months.**

**CHAIRMAN.....**

**DATE.....**