

TOLLESHUNT MAJOR PARISH COUNCIL

Draft Freedom of Information Act Publication Scheme approved by the Parish Council on 1st November 2016 and recorded as Min 3555.16

Hard copies are obtainable from the Parish Clerk at a cost of £0.20 per sheet (black and white only) and can be posted if requested – Royal Mail standard 2nd class stamp. Copies of some documents are also placed in the notice board at the bus shelter (junction of Beckingham Street and Mill Lane)

Information to be published	How the information can be obtained
<p>Who we are and what we do</p> <p>Who's who on the Council</p> <p>Contact details for Parish Clerk and Council Members</p>	<p>Notice board Website Hard copy</p> <p>Website Hard copy Notice board</p>
<p>What we spend and how we spend it</p> <p>Current and previous financial year annual accounts and Internal auditor's report</p> <p>Annual return and report by external auditor</p> <p>Finalised budget and precept set</p> <p>Financial Regulations and Standing Orders of the Council</p> <p>Grants obtained</p>	<p>Website Hard copy Notice board – at appropriate time</p> <p>Web site Hard copy Notice board – at appropriate time</p> <p>Website Hard copy</p> <p>Website Hard Copy</p> <p>Hard copy</p>
<p>What our priorities are and how we are doing</p> <p>Annual report to Parish Meeting – current and previous year</p>	<p>Web site Hard copy</p>

<p>How we make decisions</p> <p>Timetable of meetings – current and previous year</p> <p>Agendas of meetings – as above</p> <p>Minutes of meetings – as above</p> <p>Responses to planning decisions - included in the Council's Minutes - as above</p> <p>Current Bye laws</p>	<p>Web site Hard copy</p> <p>Web site Hard copy Notice board</p> <p>Web site Hard copy Notice board</p> <p>Web site Notice board Hard copy</p> <p>Web site Hard copy</p>
<p>Our policies and procedures</p> <p>Procedural Standing Orders</p> <p>Code of Conduct</p> <p>Policy statements – current: Risk Assessment Complaints Procedure Records Management Equality Policy Publication Scheme</p>	<p>Web site Hard copy</p> <p>Hard copy</p> <p>Web site Hard copy</p>
<p>Lists and Registers</p> <p>Assets register</p> <p>Register of Members' Interests</p>	<p>Web site Hard copy</p> <p>Web site Hard copy</p>
<p>The services we offer</p> <p>Playing field and recreational facilities</p> <p>Bus shelters</p>	<p>Hard copy</p> <p>Hard copy</p>