



Tadley Town Council
2 Franklin Avenue
TADLEY
Hampshire
RG26 4ET

Tel: 0118 981 3360
Email: clerk@tadleycouncil.org
Website: www.tadleycouncil.org

Information available from Tadley Town Council under the model publication scheme

<https://ico.org.uk/media/for-organisations/documents/1153/model-publication-scheme.pdf>

| Information to be published | How the information can be obtained | Cost See below |
|---|---|-------------------|
| Class1 - Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only | | |
| Who's who on the Council and its Committees | https://www.tadleytowncouncil.gov.uk/Your_Councillors_22694.aspx Noticeboards/hard copy | |
| Contact details for Town Clerk and Council members (named contacts where possible with telephone number and email address (if used)) | https://www.tadleytowncouncil.gov.uk/Council_Staff_22695.aspx Noticeboards/hard copy | |
| Location of main Council office and accessibility details | https://www.tadleytowncouncil.gov.uk/default.aspx Noticeboards/hard copy | |
| Staffing structure | https://www.tadleytowncouncil.gov.uk/Council_Staff_22695.aspx Hard copy | |

| | | |
|---|---|--|
| 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 | | |
| Annual return form and report by auditor | https://www.tadleytowncouncil.gov.uk/Documents_and_Forms_22696.aspx Hard copy | |
| Finalised budget | https://www.tadleytowncouncil.gov.uk/Documents_and_Forms_22696.aspx Hard copy | |
| Precept | https://www.tadleytowncouncil.gov.uk/Documents_and_Forms_22696.aspx Hard copy | |
| Borrowing Approval letter | Hard copy | |
| Financial Standing Orders and Regulations | https://www.tadleytowncouncil.gov.uk/Documents_and_Forms_22696.aspx Hard copy | |
| Grants given and received | https://www.tadleytowncouncil.gov.uk/Documents_and_Forms_22696.aspx Hard copy | |
| List of current contracts awarded and value of contract | https://www.tadleytowncouncil.gov.uk/Documents_and_Forms_22696.aspx Hard copy | |
| Members' allowances and expenses | https://www.tadleytowncouncil.gov.uk/Full_Council_22707.aspx See accounts attached to Full Council minutes Hard copy | |
| | | |

| | | |
|--|--|--|
| Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews) | | |
| Parish Plan (current and previous year as a minimum) | Not applicable | |
| Annual Report to Parish or Community Meeting (current and previous year as a minimum) | https://www.tadleytowncouncil.gov.uk/Documents_and_Forms_22696.aspx Hard copy | |
| Local charters drawn up in accordance with DCLG guidelines | Not applicable | |
| Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum | | |
| Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings) | https://www.tadleytowncouncil.gov.uk/UserFiles/Files/Documents%20and%20Forms/Meetings%20Schedule%202025.pdf Hard copy | |
| Agendas of meetings (as above) | https://www.tadleytowncouncil.gov.uk/Meetings_Agendas_and_Minutes_22693.aspx Hard copy Noticeboards | |
| Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting. | https://www.tadleytowncouncil.gov.uk/Meetings_Agendas_and_Minutes_22693.aspx Hard copy | |
| Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting. | See Minutes | |
| Responses to consultation papers | See Minutes | |
| Responses to planning applications | See Minutes | |
| Bye-laws | https://www.tadleytowncouncil.gov.uk/Documents_and_Forms_22696.aspx Hard copy | |

| | | |
|--|--|--|
| Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only | | |
| Policies and procedures for the conduct of council business: Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements | https://www.tadleytowncouncil.gov.uk/Documents_and_Forms_22696.aspx Hard copy | |
| Policies and procedures for the provision of services and about the employment of staff: 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) | https://www.tadleytowncouncil.gov.uk/Documents_and_Forms_22696.aspx Hard copy | |
| Information security policy | https://www.tadleytowncouncil.gov.uk/Documents_and_Forms_22696.aspx Hard copy | |
| Records management policies (records retention, destruction and archive) | Email or hard copy | |
| Data protection policies | No data not in public domain | |
| Schedule of charges (for the publication of information) | On this document | |
| Class 6 – Lists and Registers Currently maintained lists and registers only | | |

| | | |
|--|---|--|
| Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice) | https://www.tadleytowncouncil.gov.uk/Documents_and_Forms_22696.aspx Hard copy | |
| Assets Register | https://www.tadleytowncouncil.gov.uk/Documents_and_Forms_22696.aspx Hard copy | |
| 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) | Email or hard copy | |
| Register of members' interests | https://democracy.basingstoke.gov.uk/mgParishCouncilDetails.aspx?ID=189&LS=3 | |
| 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 | | |
| Allotments | Not applicable | |
| Burial grounds and closed churchyards | https://www.tadleytowncouncil.gov.uk/Tadley_Cemetery_22700.aspx Hard copy | |
| Community centres and village halls | Not applicable | |
| Parks, playing fields and recreational facilities | https://www.tadleytowncouncil.gov.uk/Play_Areas_22699.aspx Hard copy | |
| Seating, litter bins, clocks, memorials and lighting | Email or hard copy | |
| Bus shelters | Email or hard copy | |
| Markets | Not applicable | |
| Public conveniences | Not applicable | |
| Agency agreements | Not applicable | |
| A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees) | https://www.tadleytowncouncil.gov.uk/Tadley_Cemetery_22700.aspx Hard copy | |
| Street Lighting | Not applicable | |

SCHEDULE OF CHARGES

| TYPE OF CHARGE | DESCRIPTION | BASIS OF CHARGE |
|-------------------|--|---|
| Disbursement cost | Photocopying @ .053p per sheet (black & white) | Actual cost based on computer printing |
| | Photocopying @ 5.3p per sheet (colour) | Actual cost inc computer use |
| | Postage | Actual cost of Royal Mail standard 2 nd class, recorded if requested |
| Statutory Fee | | In accordance with the relevant legislation (quote the actual statute) |
| Other | Administrative costs | Actual cost |

