

# Information available from Tibberton Parish Council under the Freedom of Information Act model publication scheme

This template guide covers only information we currently hold. If we do not hold some of the information listed below, we will mark it as 'not held' in the table.

<p><b>How to obtain the information:</b> where they exist, we have shown in the right-hand column, the direct website links to the information available. If the information is not available online, please contact the clerk. Information that is properly deemed confidential, will not be available under this scheme.</p>	
<p><b>Cost:</b> If seeking the information in hard / paper copy, you will be charged £0.20 for each one side of A4 copy.</p>	
<p><b>Information to be published:</b></p>	
<p><b>Class 1 - Who we are and what we do.</b> Current information only. (Organisational information, structures, locations and contacts)</p>	
List of Council members, their responsibilities and details of any representation on local public bodies.	<a href="#">Council Members – TPC</a>
List of Council Committees	<a href="#">Committee Terms of Reference – TPC</a>
Council office postal and email address Contact details for Parish Clerk and Council members. Where possible, we will provide named contacts including contact phone numbers and email addresses.	<a href="#">Contact Us – Tibberton Parish Council</a> and home-page header and footer.  <a href="#">Council Members – TPC</a>
Location of main Council office and accessibility details	The parish council does not have an office. The Clerk works from home and the council meets at Tibberton Parish Hall.
Staffing structure	Seven members of the council (the employer) and one member of staff.
<p><b>Class 2 – What we spend and how we spend it</b></p> <p>Financial information about projected and actual income and expenditure, procurement, contracts and financial audit. Current and previous financial year as a minimum.</p>	
Annual statement of accounts and internal audit report as in the Annual Return form	<a href="#">Annual Return – Tibberton Parish Council</a>
Finalised budget	<a href="#">Budget for 2023/24 – Tibberton Parish Council</a>
Precept	

Borrowing Approval letter	<a href="#">Borrowing Approval letter from MHCLG – TPC</a>
All items of expenditure above £100	All council <a href="#">minutes</a> show expenditure incurred each month:
Financial Standing Orders and Regulations	<a href="#">Policy Documents – Tibberton Parish Council</a>
Grants given and received (if any)	<a href="#">Financial Information – TPC</a>
List of current contracts awarded and value of contract	<a href="#">Financial Information – TPC</a>
Members' allowances and expenses (if any)	No councillor receives an allowance; expenses are paid as and when due.
<p><b>Class 3 – Our priorities and performance.</b> Strategies and plans, performance indicators, audits, inspections and reviews. Current and previous year as a minimum</p>	
Annual governance statement in format included in the Annual Return form	<a href="#">Annual Return – TPC</a>
Parish Plan	not held
Annual Report to Parish Meeting	<a href="#">Parish Annual Meetings – TPC</a>
Quality status	Not currently held.
Local charters drawn up in accordance with DLUHC's guidelines	Not currently held.
Data Protection impact assessments (in full or summary format) or any other impact assessment (eg Health & Safety Impact Assessment, Equality Impact Assessments etc), as appropriate and relevant	As and when required
<p><b>Class 4 – How we make decisions.</b> Current and previous council year as a minimum Decision making processes and records of decisions.</p>	
Timetable of meetings for council and any committee/sub-committee meetings and parish meetings.	On the <a href="#">events calendar</a>
Agendas of meetings (as above).	<a href="#">Agendas – TPC</a>
Minutes of meetings (as above) – excluding material that is properly considered to be exempt from disclosure.	<a href="#">Minutes – TPC</a>
Reports presented to council meetings – excluding material that is properly considered to be exempt from disclosure.	<a href="#">Agendas – TPC</a>
Responses to consultation papers	From <a href="#">front page</a> , in the news sections, as and when.

Responses to planning applications	Both in the <a href="#">minutes page</a> and at Wychavon District Council <a href="#">planning pages</a> .
Bye-laws	not held
<b>Class 5 – Our policies and procedures.</b> Current information only (Current written protocols, policies and procedures for delivering our services and responsibilities)	
<p>Policies and procedures for the conduct of Council business:</p> <ul style="list-style-type: none"> <li>• Procedural standing orders</li> <li>• Committee terms of reference</li> <li>• Officer’s delegated authority</li> <li>• Code of Conduct</li> <li>• Policy statements</li> </ul>	<p><a href="#">Standing Orders – TPC</a></p> <p><a href="#">Committee Terms of Reference – TPC</a></p> <p><a href="#">Members’ Code of Conduct – TPC</a></p> <p><a href="#">Policy Documents – TPC</a></p>
<p>Policies and procedures for the provision of services and about the employment of staff:</p> <ul style="list-style-type: none"> <li>• Internal instructions to staff and policies relating to the delivery of services</li> <li>• Equality and diversity policy</li> <li>• Health and safety policy</li> <li>• Recruitment policies and details of current vacancies</li> <li>• Policies and procedures for handling requests for information</li> <li>• Complaints procedures (including those covering requests for information and operating the publication scheme)</li> </ul>	<p><a href="#">Council minutes</a> and job description.</p> <p><a href="#">Equality and Diversity Policy – TPC</a></p> <p>Not currently held, work in progress.</p> <p><a href="#">Vacancies – Tibberton Parish Council</a></p> <p>This document.</p> <p><a href="#">Complaints Policy and Procedure – TPC</a></p>
<p>Records management, personal data and access to information policies</p> <p>Include information security policies, records retention, destruction and archive policies, and data protection (including data sharing and CCTV usage) policies</p>	<p><a href="#">Document Retention and Record Management Policy – TPC</a></p> <p><a href="#">Policy Documents – TPC</a></p>
<b>Class 6 – Lists and Registers</b> Currently maintained lists and registers only, some information may only be available by inspection	

Information legally required to hold in publicly available registers (in most circumstances existing access provisions will suffice)	not held
Assets register, including details of public land and building assets	Work in progress.
Disclosure log indicating the information provided in response to FOIA and EIR requests. These are recommended as good practice	<a href="#">Freedom of Information Disclosure Log – Tibberton Parish Council</a>
Register of members' interests	<a href="#">Council Members – Tibberton Parish Council</a>
Register of gifts and hospitality (if any)	As and when.
<b>Class 7 – The services we offer.</b> Current information only. Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses.	
Allotments (owned but not managed by TPC)	not held
Burial grounds and closed churchyards	not held
Community centres, village halls (hall owned but not managed by TPC)	not held
Parks, playing fields and recreational facilities	not held
Seating, litter bins, clocks, memorials and lighting	not held
Bus shelters	not held
Markets	not held
Public conveniences	not held
Agency agreements	not held
Services for which we are entitled to recover a fee and details of those fees (eg burial fees)	not held
<b>Additional Information:</b> Information not itemised in the lists above	

### Schedule of charges

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
<b>Disbursement cost</b>	Photocopying @20p per sheet (black & white)	Actual cost *
	Photocopying @30p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class

**Statutory Fee**

In accordance with the Freedom of Information Act (FOIA).

It is expected that a response to a request for information will be provided by directing the requester to the information online on the parish council's website.

If the information is not published online the council may charge a fee of up to £450 (up to 18 hours work) for the time taken to:

- Establish whether information is held.
- Locate and retrieve the information, and
- Extract the relevant information from a document containing it.

Under section 12 of FOIA, the council does not need to provide a substantive response to requests where it estimates that responding to the request would exceed the "appropriate limit", also referred to as the "cost limit" of £450 (18 hours).

<b>Other</b>		

\* the actual cost incurred (paper and printing)

Repeated requests for the same, or very similar, information may be considered 'vexatious' and if there is no let-up after several attempts to solve the issue, may end up being ignored. It is the clerk's responsibility to manage requests for information and unless that information is deemed properly confidential, the clerk will try to provide it where it exists. Please note the clerk works limited hours and is the only member of staff tasked with this responsibility.

Information relating to the Freedom of Information Act (FOIA) and the parish council's duty to publish this Publication Scheme and comply with both the FOIA and the Data Protection Act and General Data Protection Regulation can be found on the website of the Information Commissioner's Office here: [Information Commissioner's Office \(ICO\)](#)

Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Phone: For general advice - **0303 123 1113**

Tibberton Parish Council. Website: [Tibberton Parish Council – Worcestershire, England](#)

Admin contact - Email: [clerk@tibbertonparishcouncil.gov.uk](mailto:clerk@tibbertonparishcouncil.gov.uk) Phone: 07958 450482