

## Information available from Trysull & Seisdon Parish/Community Council under the model publication scheme

### **Class1 - Who we are and what we do**

(Organisational information, structures, locations and contacts) Current information only

<b>Information to be published</b>	<b>How the information can be obtained</b>	<b>Cost</b>
<b>Class 1 - Who we are and what we do</b> Who's who on the Council and its Committees	Website or hard copy	10p/sheet.
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website or hard copy	10p/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) Current and previous financial year as a minimum		
<b>Information to be published</b>		
Annual Return form and report by auditor	Hard copy	10p/sheet
Internal auditor's report	Hard copy	10p/sheet
Finalised budget	Hard copy	10p/sheet
Precept	Hard copy	10p/sheet
Receipt, Payment and Bank Statements	Inspection	Free
Financial Standing Orders and Regulations	Inspection	Free
Grants given and received	Website	
<b>Class 3 - What are priorities and how we are doing</b> (Strategies and plans, performance indicators)		
Annual Report by Chairman to Parish Meeting (current and previous year as a minimum)	Website or hard copy	10p/sheet
<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions) Current and previous council year as a minimum		
Timetable of meetings	Website/hard copy	10p. /sheet
Agendas of meetings (as above)	Website/hard copy	10p./ sheet
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Website/hard copy	10p./sheet
Responses to consultation papers	Website	10p/ sheet
Responses to planning applications	Website	10p/ sheet
Bye-laws (Playing Fields)	Hard copy	10p./sheet

<b>Class 5 – Our Policies and Procedures</b>		
Procedural standing orders	Inspection	Free
Code of Conduct	Hard copy	10p. /sheet
<b>Class 6 - Lists and Registers</b> (currently maintained lists and registers only)		
Assets Register	Inspection	10p/ sheet
Register of members' interests	Inspection	10p/ sheet
<b>Class 7 – Services we offer</b>		
Village Hall	Website	
Pavilion/Playing Field	Website	
Walkers Map	Hard copy	10p./sheet

**Contact details:**

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**SCHEDULE OF CHARGES**

This describes how the charges have been arrived at and should be published as part of the guide.

<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b>BASIS OF CHARGE</b>
<b>Disbursement cost</b>	Photocopying @ .10p per sheet (black & white)	Actual cost 10p.
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class