

Information available from Tutnall & Cobley Parish under the model publication scheme

Information to be published	How the information can be obtained	Cost
Class1 - Who we are and what we do (Organisational information, structures, locations and contacts)	Displayed on notice boards at Tardebigge Church car park, Tardebigge Community Hall car park, Broad Green Island; also contact the clerk Available on the Parish Council website https://tutnallandcobley-pc.gov.uk/	See costs schedule below.
Who's who on the Council and its Committees	As above	See costs schedule below.
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address)	As above	See costs schedule below.
Location of main Council office and accessibility details	As above – can contact clerk if needs access to documents	See costs schedule below.
Staffing structure	Not applicable, only one clerk	
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	Hard or electronic copy – contact clerk. Available on Parish Council website https://tutnallandcobley-pc.gov.uk/	See costs schedule below.
Annual return form and report by auditor	As above	See costs schedule below.
Finalised budget	Hard or electronic copy – contact clerk	See costs schedule below.
Precept	Hard or electronic copy – contact clerk	See costs schedule below.
Borrowing Approval letter	Not applicable	
Financial Standing Orders and Regulations	Hard or electronic copy – contact clerk Available on Parish Council website https://tutnallandcobley-pc.gov.uk/	See costs schedule below.

Grants given and received	Hard copy – contact clerk	See costs schedule below.
List of current contracts awarded and value of contract	Hard copy – contact clerk	See costs schedule below.
Members' allowances and expenses	On District Council's website.	
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)	Minutes – Hard or electronic copy – contact clerk Available on Parish Council website https://tutnallandcobley-pc.gov.uk/	See costs schedule below.
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)	Hard or electronic copy – contact clerk Available on Parish Council website https://tutnallandcobley-pc.gov.uk/	See costs schedule below.
Quality status	Not applicable	
Local charters drawn up in accordance with DCLG guidelines	Hard or electronic copy – contact clerk	See costs schedule below.
Class 4 – How we make decisions (Decision making processes and records of decisions)		
Current and previous council year as a minimum	Hard or electronic copy – contact clerk Available on Parish Council website https://tutnallandcobley-pc.gov.uk/	See costs schedule below.
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Available on Parish Council website https://tutnallandcobley-pc.gov.uk/ notice boards, Christmas Newsletter, hard or electronic copy – contact clerk	See costs schedule below.
Agendas of meetings (as above)	Available on Parish Council website https://tutnallandcobley-pc.gov.uk/ notice boards, hard or electronic copy – contact clerk	See costs schedule below.

Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Available on Parish Council website https://tutnallandcobley-pc.gov.uk/ hard or electronic copy – contact clerk	See costs schedule below.
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Hard or electronic copy – contact clerk	See costs schedule below.
Responses to consultation papers	Hard or electronic copy – contact clerk	See costs schedule below.
Responses to planning applications	On District Council website	
Bye-laws	Not applicable	
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only	Hard or electronic copy – contact clerk Available on Parish Council website https://tutnallandcobley-pc.gov.uk/	See costs schedule below.
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	Hard or electronic copy – contact clerk Available on Parish Council website https://tutnallandcobley-pc.gov.uk/	See costs schedule below.
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)	CALC website Hard or electronic copy – contact clerk Available on Parish Council website https://tutnallandcobley-pc.gov.uk/	See costs schedule below.
Information security policy	CALC website – contact clerk Available on Parish Council website https://tutnallandcobley-pc.gov.uk/	See costs schedule below.

Records management policies (records retention, destruction and archive)	CALC website – contact clerk	See costs schedule below.
Data protection policies	Data Protection Registration Certificate – contact clerk	See costs schedule below.
Schedule of charges (for the publication of information)	See costs schedule below	
Class 6 – Lists and Registers		
Currently maintained lists and registers only	Hard or electronic copy; some information may only be available by inspection – contact clerk	See costs schedule below.
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	If applicable, hard or electronic copy – contact clerk	See costs schedule below.
Assets Register	hard or electronic copy – contact clerk	See costs schedule below.
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)	In minutes, hard or electronic copy – contact clerk	See costs schedule below.
Register of members' interests	On District Council website	
Register of gifts and hospitality	hard or electronic copy – contact clerk	See costs schedule below.
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	District Council	
Allotments	District Council	
Burial grounds and closed churchyards	District Council	
Community centres and village halls	Notice Boards on Broad Green & Community Hall car park – also, contact clerk	See costs schedule below.
Parks, playing fields and recreational facilities	District Council	
Seating, litter bins, clocks, memorials and lighting	Only seating provided by PC is at Broad Green; contact District Council for other items	See costs schedule below.
Bus shelters	Hard or electronic copy – contact clerk	See costs schedule below.
Markets	District Council	
Public conveniences	District Council	
Agency agreements	District Council	
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	District Council	
Additional Information		

This will provide Councils with the opportunity to publish information that is not itemised in the lists above		
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Contact details:

Lorraine Griffiths, Clerk & Responsible Officer
69 Cavendish Street, Worcester WR5 3dX

SCHEDULE OF CHARGES *the actual cost incurred by the parish council

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Printing @ 15p per sheet (black & white)	Actual cost *
	Photocopying @ 50p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant
Other	Emailed information	Free

Schedule of Charges updated 15th January 2026