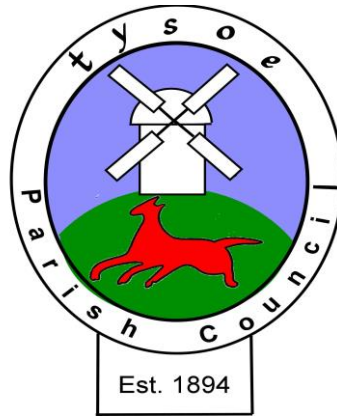




TYSOE PARISH COUNCIL

Publication Scheme

Review date: 14th September 2026

Next review date: September 2027

Introduction

Tysoe Parish Council is obliged, under the Freedom of Information Act 2000, to make certain information available under what is known as a 'Publication Scheme'. The purpose of this scheme is to make the maximum amount of information readily available at minimum inconvenience and cost to the public.

This publication scheme is based on the Model Publication Scheme prepared and approved by the Information Commissioner and has been adopted, without modification. This is available on our website and can also be found here

<https://ico.org.uk/media2/for-organisations/documents/1153/model-publication-scheme.pdf>

We aim to provide as much information as possible through our website at

<https://tysoe-pc.gov.uk/>

Some information can be found on the Parish Council's notice boards which are located on Main Street, opposite the Village Hall and in front of the War Memorial, near the Post Office and shop.

Where it is impracticable to make information available on a website, or when an individual does not wish to access the information by the website, we will provide an electronic or printed copy on request from the Parish Clerk who can be contacted by:

Email at parish.clerk@tysoe-pc.gov.uk

or by post at

Tysoe Parish Clerk, c/o Tysoe Village Hall, Main Street, Tysoe, Warwickshire, CV35 0SE

In exceptional circumstances, some information may be available only by viewing in person. Where this manner is specified, the Parish Council Clerk will ensure that the information required is made available and will arrange an appointment for it to be viewed within a reasonable time scale.

Information available from Tysoe Parish Council under the Model Publication Scheme

This 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.

Information to be published	How the information can be obtained	Cost
Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts) Current information only		
List of Council members and their responsibilities as well a list of Council Committees	Website, Noticeboard	Free
Details of any representation on local public bodies	Link on Website to Register on Interests on SDC's Parish Council website ⁱ	Free
Postal and email address	Website, Noticeboard	Free
Contact details for Parish Clerk and Council members Where possible, provide named contacts including contact phone numbers and email addresses	Website, Noticeboard	Free
Location of main Council office and accessibility details	Not held - not applicable (no office building)	
Staffing structure	Not held - not applicable (one employee)	
Class 2 – What we spend and how we spend it (Financial information about projected and actual income and expenditure, procurement, contracts and financial audit) Current and previous financial year as a minimum		
Statement of accounts and internal audit report in the format included in the Annual Return form	Website	Free
Finalised budget	Website	Free
Precept	Website	Free
Borrowing Approval letter	Not held - Not applicable, no current borrowing	
All items of expenditure above £100	Hard Copy on request	Free*
Financial Standing Orders and Regulations	Website	Free
Grants given and received	Hard Copy on request	Free*
List of current contracts awarded and value of contract	Hard Copy on request	Free*

Members' allowances and expenses	Allowances on Website, expenses by Hard Copy on request	Free*
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews) Current and previous year as a minimum.		
Annual governance statement in format included in the Annual Return form	Website	Free
Parish/Neighbourhood Development Plan	Website	Free
Annual Report to Parish Meeting	Website	Free
Quality status	Not held – not applicable	
Local charters drawn up in accordance with DLUHC's guidelines	Not held – no local charters	
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	Not held – no recent impact assessments	
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 and any committee/sub-committee meetings and parish meetings)	Website, Noticeboard (in minutes)	Free
Agendas of meetings (as above)	Website, Noticeboard	Free
Minutes of meetings (as above) – exclude material that is properly considered to be exempt from disclosure	Website, Noticeboard	Free
Reports presented to council meetings – exclude material that is properly considered to be exempt from disclosure	County and District Councillor Reports, Financial Reports and Planning Reports on Website. Other reports may be on Website or by Hard Copy on request	Free*
Responses to consultation papers	Website or Hard Copy on request	Free*
Responses to planning applications	On Stratford District Council's Planning Portal ⁱⁱⁱ or Hard Copy on request	Free*
Bye-laws	Not held - no current Bye-laws	

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	Website Not held – no current committees Website Website Website	Free Free Free Free
Policies and procedures for the provision of services and about the employment of staff: • Internal instructions to staff and policies relating to the delivery of services • Equality and diversity policy • Health and safety policy • Recruitment policies and details of current vacancies • Policies and procedures for handling requests for information • Complaints procedures (including those covering requests for information and operating the publication scheme)	Hard copy on request Website Website Website Website Website	Free* Free Free Free Free Free
Records management, personal data and access to information policies Include information security policies, records retention, destruction and archive policies, and data protection (including data sharing and CCTV usage) policies	Website	Free
Class 6 – Lists and Registers Currently maintained lists and registers only. (hard copy or website; 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)	By appointment	Free
Assets register, including details of public land and building assets	Hard Copy on request	Free*
Disclosure log indicating the information provided in response to FOIA and EIR requests. These are recommended as good practice	Hard Copy on request	Free*

Register of members' interests	Link on Website to SDC's Parish Council website page ⁱⁱⁱ	Free
Register of gifts and hospitality	Link on Website to SDC's Parish Council website page ^{iv}	Free
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 (some information may only be available by inspection)		
Allotments	Not held - not applicable	
Burial grounds and closed churchyards	Not held – not applicable	
Community centres and village halls	Not held – not applicable	
Parks, playing fields and recreational facilities	Hard copy on request	Free*
Seating, litter bins, clocks, memorials and lighting Mowing	Hard copy on request	Free*
Bus shelters	Hard copy on request	Free*
Markets	Not held – not applicable	
Public conveniences	Not held – not applicable	
Agency agreements	Not held – not applicable	
Services for which we are entitled to recover a fee and details of those fees (eg burial fees)	Not held – not applicable	
Additional Information Information not itemised in the lists above	Information held by Tysoe Parish Council that is not published under this scheme can be requested in writing, when its provision will be considered in accordance with the provisions of the Freedom of Information Act.	

Schedule of charges

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

*Most information is available free of charge on our website. Where the document is not available online, one hard copy will be supplied free of charge on request. Below are our standard charges for printing and posting where there is a charge:

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 20p per sheet (black & white)	Actual cost of paper/ink
	Photocopying @ 30p per sheet (colour)	Actual cost of paper/ink
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee	Where relevant	In accordance with the relevant legislation (quote the actual statute)
Other		

i, iii and iv <https://democracy.stratford.gov.uk/mgParishCouncilDetails.aspx?ID=326&LS=4>

ii <https://apps.stratford.gov.uk/eplanningv2>