

Tring Town Council

Information available under the Publication Scheme

website: www.tring.gov.uk

email: clerk@tring.gov.uk

Information published	Where it can be obtained (always available from Clerk's Office)	Hard Copy Cost
Class 1 - Who we are and what we do		<i>Free of charge</i>
Who's who on the Council and its Committees	website and noticeboard	
Contact details of Clerk and Council members	website and noticeboard	
Location and accessibility of Council Office	website and noticeboard	
Staffing structure	website and Clerk's Office	
Class 2 - What we spend and how we spend it		
Annual Return form and report by Auditor	Clerk's Office	
Finalised budget	Clerk's Office & website	
Precept	Jan. FC Minutes on website	
Borrowing Approval Letter	Clerk's Office	
Financial Standing Orders and Regulations	Clerk's Office	
Grants given and received	Clerk's Office - also reported in minutes available on website	
List of current contracts and value	Clerk's Office	
Members allowances and expenses	Clerk's Office	
Class 3 - What are our priorities and how are we doing		
Parish Plan	website	
Annual report to Parish Meeting 'Town Crier'	Clerk's Office	
Quality Status	n/a	
Local Charters under DCLG guidelines	Clerk's office	
Class 4 - How we make decisions		
Timetable of meetings	Website; notice board	
Agenda of meetings	Notice board	
Minutes of meetings	Website	
Reports presented to council meetings	Clerk's Office	
Responses to Consultation papers	Clerk's Office	
Responses to Planning Applications	FC & Planning minutes on website	
Bye-Laws	n/a	
Class 5 - Our policies and procedures		
Council business: Procedural Standing Orders	Clerk's Office	
Committee terms of reference	Clerk's Office	
Delegated authority in respect of officers	see Standing Orders	
Code of Conduct	Clerk's Office	

Policy Statements	Clerk's Office	
Internal policy relating to delivery of services:		
Equality and diversity policy	Website	
Health & Safety policy	Clerk's Office	
Recruitment policy	Website	
Policy and procedures for handling requests for information	Website	
Complaints procedure	Website	
Information security policy	Website	
Records management policy	Website	
Data protection policy	Website	
Schedule of charges for information	n/a	
Website/website management policy	Website	
Tring Market Place use protocol	Website	
Allotments Strategy	Website	
Class 6 - Lists and Registers		
Asset register	Clerk's Office	
Register of Member's Interests	Clerk's Office	
Register of gifts and hospitality	Clerk's Office	
List of Planning Applications for Tring Town (since 2003)	Clerk's office	
Class 7 - Services we offer		
Open space/recreation facilities incl. Pond Close (North) & play area; Church Square; Mansion Vista; Skateboard Park	Website & Clerk's Office	
Allotments (Duckmore Lane & Bulbourne)	Website	
Old School Yard car park	Clerk's Office	
Tring Market Place & Charter Market	Clerk's Office	
The Market House	Clerk's Office	
Information Centre	Website	
Agency Agreements (street naming; notice boards upkeep)	Clerk's office	
Additional Information		
Risk Assessments of the Council's activities	Clerk's office	

This statement will be reviewed every four years unless required earlier due to additional material or legislative changes.