

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 on the noticeboard (at the end of each agenda on noticeboard when meeting publicised) | |
| Contact details of Clerk and Council members | website (Clerk contact details on the end of each agenda on noticeboard when meeting publicised) | |
| 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 & website | |
| 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 & website | |
| Grants given and received | Clerk's Office - also reported in minutes available on website | |
| List of current contracts and value | Clerk's Office & some on website | |
| Members allowances and expenses | Clerk's Office | |
| Class 3 - What are our priorities and how are we doing | | |
| Parish Plan | n/a | |
| Annual report to Parish Meeting 'Town Crier' | Clerk's Office & website | |
| Quality Status | n/a | |
| Local Charters under DCLG guidelines | n/a | |
| Class 4 - How we make decisions | | |
| Timetable of meetings | Website; notice board (on bottom of agendas when on there) | |
| Agenda of meetings | Notice board & website before the meeting. | |
| Minutes of meetings | Website | |
| Reports presented to council meetings | Clerk's Office | |
| Responses to Consultation papers | Clerk's Office | |
| Responses to Planning Applications | Council & Planning minutes on website | |
| Bye-Laws | n/a | |

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| Class 5 - Our policies and procedures | | |
| Council business: | | |
| Procedural Standing Orders | Clerk's Office & website | |
| 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 & website | |
| 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.