

Tongham Parish Council Publication Scheme

Adopted in accordance with the ICO Model Publication Scheme under the Freedom of Information Act 2000

Tongham Parish Council is committed to making information available to the public and being open and transparent in its decision-making. This Publication Scheme sets out the information that is routinely available and how it can be accessed.

1. Who We Are and What We Do

- Councillor details and responsibilities

Tongham Councillors, Committee Working Parties. 18th May 2026

Committees	Councillor	Title
Finance, Policy & Admin	S. Gray	Finance Chair
Finance, Policy & Admin	L. Oakley	Council Chair
Finance, Policy & Admin	P. Buckley	Councillor
Finance, Policy & Admin	E. Hall	Councillor
Planning	E. Hall	Planning Chair
Planning	L. Oakley	Council Chair
Planning	P. Buckley	Councillor
Planning	L. Lowdon	Councillor
Lighting & General Purposes	P. Buckley	L&GP Chair
Lighting & General Purposes	L. Oakley	Council Chair
Lighting & General Purposes	S. Habgood	Councillor
Lighting & General Purposes	L. Lowdon	Councillor
Lighting & General Purposes	E. Hall	Councillor

- Parish Clerk contact details
Clerk to the Council
Email: clerk@tonghamparishcouncil.gov.uk
- Committee structure – see above
- Standing Orders can be viewed on the Parish Council Website - [TPC Standing-Orders](#)
- Scheme of Delegation - The Scheme of Delegation explains how the Parish Council handles decisions efficiently: the Clerk manages everyday business, routine spending, planning comments between meetings, and urgent matters with the Chair, financial matters with the Finance Chair like

the budget and precept, while other major decisions policies, and long-term commitments—are always made by the full council. All delegated actions are reported publicly at the next meeting.

- Register of Interests can be viewed on the Parish Council Website - [Councillors - Tongham Parish Council](#)

2. What We Spend and How We Spend It

All financial information can be found on the Parish Council Website – links below

- Annual budget
- Precept
- Annual accounts
- AGAR documentation - [Audit Information Current - Tongham Parish Council](#)
- Asset register
- Financial regulations - [TPC Financial Regs](#)
- Grants awarded Section 137 - [SECTION 137 Application - Tongham Parish Council](#)

TPC Section 137 Grants 2025-26

Council Meeting Date	Organisation	Grant
Jun-25	Tongham Community Association	350
Jun-25	Tongham Bowling Club	500
Jun-25	Tongham Woods Group (TWIG)	500
Sep-25	Kent, Surrey, Sussex Air Ambulance	500
Sep-25	St Paul's School Tongham	500
Nov-25	Tongham Community Association Xmas Fayre	350
Nov-25	Tongham Community Association Redecoration	500
Mar-26	Tongham Cricket Club	500

3. What Our Priorities Are and How We Are Doing

- Annual report
- Parish projects and initiatives
- Strategic objectives
- Responses to consultations

4. How We Make Decisions

All information can be found on the Parish Council Website – links below

- Council agendas - [Agendas and Minutes Current](#)
 - Approved minutes - [Agendas and Minutes Current](#)
 - Consultation / Supporting documents - [Agendas and Minutes Current](#)
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5. Our Policies and Procedures

All the policies listed below can be found on the Parish Council website - [Council Policies - Tongham Parish Council](#)

- Freedom of Information Policy
 - Data Protection Policy
 - Complaints Procedure
 - Code of Conduct
 - Equality Policy
 - Health and Safety Policy
 - Publication Scheme
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6. Services We Offer

Tongham Parish Council provides or supports:

- Recreation grounds and open spaces
- Children's play areas
- Community events

- Parish consultations
 - Environmental and community initiatives
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Charges

Most information is available free of charge via the Council's website.

Reasonable charges may be made for:

- Photocopying
- Printing
- Postage and packaging

The Council will advise of any charges before providing information.

Contact Details

Tongham Parish Council

Clerk to the Council

Email: clerk@tonghamparishcouncil.gov.uk

Website: www.tonghamparishcouncil.gov.uk

If information is not available through this Publication Scheme, requests may be made under the Freedom of Information Act 2000.