

Information available from Thornborough Parish Council under the model publication scheme

Information to be published	How the information can be obtained	Cost
<p>Class1 - Who we are and what we do (Organisational information, structures, locations and contacts)</p> <p>This will be current information only</p> <p>N.B. Councils should already be publishing as much information as possible about how they can be contacted.</p>	(hard copy and/or website)	
Who's who on the Council and its Committees	Website	Free
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	By contacting clerk	Free
Location of main Council office and accessibility details	By contacting clerk	Free
Staffing structure	N/A	
<p>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)</p> <p>Current and previous financial year as a minimum</p>	(hard copy and/or website)	
Annual return form and report by auditor	Hard Copy	10p

Finalised budget	Hard Copy	10p
Precept	Hard Copy	10p
Borrowing Approval letter	Hard Copy	10p
Financial Standing Orders and Regulations	Website	Free
Grants given and received	Hard Copy	10p
List of current contracts awarded and value of contract	Hard Copy	10p
Members' allowances and expenses	N/A	
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)	(hard copy or website)	
Parish Plan (current and previous year as a minimum)	Website	Free
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Website	Free
Quality status	N/A	
Local charters drawn up in accordance with DCLG guidelines	N/A	
Class 4 – How we make decisions (Decision making processes and records of decisions)	(hard copy or website)	
Current and previous council year as a minimum		
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	By contacting clerk	Free
Agendas of meetings (as above)	Hard Copy	10p
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Website	Free

Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.		
Responses to consultation papers	Hard Copy	10p
Responses to planning applications	Website	Free
Bye-laws	N/A	
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only	(hard copy or website)	
Policies and procedures for the conduct of council business:		
Procedural standing orders	Website	Free
Committee and sub-committee terms of reference	N/A	
Delegated authority in respect of officers	Website	Free
Code of Conduct	Website	Free
Policy statements	N/A	
Policies and procedures for the provision of services and about the employment of staff:		
Internal policies relating to the delivery of services	N/A	
Equality and diversity policy	N/A	
Health and safety policy	N/A	
Recruitment policies (including current vacancies)	N/A	
Policies and procedures for handling requests for information	N/A	

Complaints procedures (including those covering requests for information and operating the publication scheme)		
Information security policy	N/A	
Records management policies (records retention, destruction and archive)	Hard Copy	10p
Data protection policies	N/A	
Schedule of charges)for the publication of information)	N/A	
Class 6 – Lists and Registers		
Currently maintained lists and registers only	(hard copy or website; some information may only be available by inspection)	
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)		
Assets Register	Hard Copy	10p
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)	N/A	
Register of members' interests	Hard Copy	10p
Register of gifts and hospitality	Hard Copy	10p
Class 7 – The services we offer		
(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)	(hard copy or website; some information may only be available by inspection)	
Current information only		
Allotments	Hard Copy	10p
Burial grounds and closed churchyards	N/A	

Community centres and village halls	N/A	
Parks, playing fields and recreational facilities	Hard Copy	10p
Seating, litter bins, clocks, memorials and lighting	Hard Copy	10p
Bus shelters	N/A	
Markets	N/A	
Public conveniences	N/A	
Agency agreements	N/A	
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Hard Copy	10p
Additional Information		
This will provide Councils with the opportunity to publish information that is not itemised in the lists above		

Contact details: Mrs S Reeder, Cherry Tree, High Street, Thornborough.
Email: tpcadmin@thornboroughvillage.co.uk Tel: 01280 813308

SCHEDULE OF CHARGES

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

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @10p per sheet (black & white)	Paper 1.5p, ink 4.5p usage 4p
	Photocopying @ .p per sheet (colour)	N/A
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee	None	In accordance with the relevant legislation
Other		None

* the actual cost incurred by the public authority