

THURTON PARISH COUNCIL

Guide to Information Published Under the Model Publication Scheme

**Adopted May 2019
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Next Review September 2029**

Contact details of the Clerk

Mrs T Higlett – clerk@thurtonparishcouncil.gov.uk

Information available from Thurton Parish Council under their publication scheme

Hard copies of documents are available from the Clerk and will be charged in accordance with the Schedule on Page 7.

Information to be published	How the information can be obtained	Cost
Class1 - Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only		See costs on Page 6 for hard copies of documents in Class 1
Who's who on the Council and its Committees	From the Council's website	
Contact details for Parish Clerk and Councillors (named contacts where possible with telephone number)	From the Council's website Contact details of the clerk are on page 1.	
Location of main Council office and accessibility details	Office is in Clerk's home. Meetings at the Village Hall, meetings open to public. Limited parking adjacent to the Hall.	
Staffing structure	Clerk is sole employee	
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) Current and previous financial year as a minimum		See costs on Page 6 for hard copies of documents in Class 2
Annual Governance & Accountability Return (AGAR)	From the Council's Website	
Finalised budget	From the Council's Website	
Precept	From the Council's Website	
Financial Regulations and Standing Orders	From the Council's website or as a hard copy from the Clerk	

Grants given and received Grant Award Policy	Contained within the minutes published on parish website.	
List of current contracts awarded and value of contract (currently not applicable as no contracts awarded)	Contained within the minutes published on parish website.	
Members allowances and expenses	Currently N/A	
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)		See costs on Page 6 for hard copies of documents in Class 3
Action Plan/s [if any]	Currently N/A	
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	From the Council's website – Annual Parish/Community meeting minutes	
Minute relating to General Power of Competence adoption	Currently not used - N/A	
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum		See costs on Page 6 for hard copies of documents in Class 4
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	From the Council's website and Parish noticeboard/s	
Agendas of meetings (as above)	From the Council's website or parish noticeboard	
Minutes of meetings (as above) – NB this will exclude information that is properly regarded as private to the meeting	From the Council's website or parish noticeboard	
Reports presented to council meetings - note this will exclude information that is properly regarded as private to the meeting	Parish Councils website.	
Responses to planning applications	Contained within minutes on website and on South Norfolk Council's website	
Responses to Consultations	Contained within minutes on website	
Byelaws	N/A	

Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering services and responsibilities) Current information only		See costs on Page 6 for hard copies of documents in Class 5
Policies and procedures for the conduct of council business: Procedural standing orders Delegated authority in respect of officers: Code of Conduct Policy	From the Parish Council's website. Contained within Minutes From the Parish Council's website.	
Policies and procedures for the provision of services and about the employment of staff: Equality and diversity Policy Lone Workers Policy Bullying and Harassment Policy Recruitment Policy Policies and procedures for handling requests for information Freedom of Information Publication Scheme	From the Parish Council's website. As above As above N/A As above As above	
Complaints procedures (including those covering requests for information and operating the publication scheme) Records Management Policy(records retention, destruction and archive) Data Protection Policy IT Policy	From the Parish Council's website. As above As above As above	
Class 6 – Lists and Registers Currently maintained lists and registers only		See costs on Page 6 for hard copies of documents in Class 6
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	N/A	
Assets Register	From the Parish Council's website	
Register of members'/councillors' interests	Available from South Norfolk Council website	
Register of gifts and hospitality	Apply to Clerk	

Class 7 – The services we offer Information about the services the Council offers, including leaflets, guidance and newsletters produced for the public and businesses Current information only		See costs on Page 6 for hard copies of documents in Class 7
Allotments	Parish council do not oversee allotments.	
Other examples:		
Seating, dog waste bins	Hard Copy	
Bus Shelters	No relevant information	
A summary of services for which the Council is entitled to recover a fee, together with those fees (e.g. burial fees)	None	
Additional Information [This will provide Councils with the opportunity to publish information that is not itemised in the lists above]		

Schedule of charges

Type of charge	Description	Basis of charge
Disbursement cost	Photocopying @ 27p per single-sided sheet (black & white)	Actual cost based on computer printing
	Photocopying @ 80p per single-sided sheet (colour)	Actual cost based on computer printing
	Postage	Actual cost of Royal Mail standard 2 nd class. Recorded delivery if requested at standard price