

# **THURSFORD PARISH COUNCIL**

## **Freedom of Information Model Publication Scheme**

**Approved and adopted by Thursford Parish Council**

**Information available from Thursford Parish Council under their publication scheme**

**NOTE: Hard copies of documents are available from the Clerk and will be charged in accordance with the Schedule on Page 7. The Clerk's contact details are also on Page 7.**

Information to be published	How the information be obtained
<p><b>Class1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts)</p> <p>This will be current information only</p>	
<p>Who's who on the Council and its Committees</p>	<p>As a hard copy electronically and an e mail from the Clerk on <a href="http://www.thursfordparishcouncil.gov.uk">www.thursfordparishcouncil.gov.uk</a></p>
<p>Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))</p>	<p>Clerk's contact details are on Page 7. Clerk's contact details for Council members are on the website. Contact details can be sent as an attachment to an e mail, on the website or on notice boards in the Parish or are available on request as a hard copy from the Clerk.</p>
<p>Location of main Council office and accessibility details</p>	<p>Office is in Clerks Office. Meetings by appointment only.</p>
<p>Staffing structure</p>	<p>Clerk is sole employee</p>
<p><b>Class 2 – What we spend and how we spend it</b> (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>	
<p>Annual return form and report by auditor</p>	<p>Hard copy</p>
<p>Finalised budget</p>	<p>Hard copy or electronically</p>
<p>Precept</p>	<p>Hard copy</p>
<p>Borrowing Approval letter</p>	<p>N/A</p>
<p>Financial Standing Orders and Regulations</p>	<p>Hard copy or electronically</p>
<p>Grants given and received</p>	<p>Hard copy</p>
<p>List of current contracts awarded and value of contract</p>	<p>Hard copy</p>
<p>Members' allowances and expenses</p>	<p>Currently N/A</p>
<p><b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)</p>	

Parish Plan (current and previous year as a minimum)	N/A
Annual Report to Parish Meeting (current and previous year as a minimum)	Hardcopy or e
Local Council Award Scheme	N/A
Local charters drawn up in accordance with DCLG guidelines	N/A
Minute relating to GPC adoption	Hardcopy or e
<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions)  Current and previous council year as a minimum	
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Noticeboards, e hard copy.
Agendas of meetings (as above)	Noticeboards, e hard copy.
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Village noticebo Street), email o copy.
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Hard copy or e
Responses to consultation papers	See Minutes
Responses to planning applications	See Minutes
Bye-laws	N/A
<b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only	
Policies and procedures for the conduct of council business:  Procedural Standing Orders / Financial Regulations <del>Committee and sub-committee terms of reference</del> Delegated authority in respect of officers (refer Standing Orders) Code of Conduct Notice regarding recording and photography in council meetings	Hard copy or e N/A Hard copy or e Hard copy or e Hard copy or e
Policies and procedures for the provision of services and about the employment of staff: Internal policies relating to the delivery of services Equality and diversity policy Health and safety policy Recruitment policies (including current vacancies)  Policies and procedures for handling requests for information	Not yet availab Not yet availab Not yet availab Not yet availab

Complaints procedures (including those covering requests for information and operating the publication scheme)	Freedom of Info details available hardcopy or em
Information security policy	Hardcopy or em N/A
<del>Records management policies (records retention, destruction and archive)</del>	N/A
Data protection policies	No data not in p domain.
Schedule of charges (for the publication of information)	See Page 7
<b>Class 6 – Lists and Registers</b>	
Currently maintained lists and registers only	
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	Cemetery recor Hardcopy
Assets Register	From the Clerk
<del>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)</del>	N/A
Register of members' interests	Apply to Clerk
Register of gifts and hospitality	Apply to Clerk
<b>Class 7 – The services we offer</b> (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)	
Current information only	
Allotments	Model tenancy available from t a hard copy
<del>Burial grounds and closed churchyards</del>	Current burial f available from t hard copy or e
<del>Community centres and village halls</del>	No relevant inf
<del>Parks, playing fields and recreational facilities</del>	No relevant inf
<del>Seating, litter bins, clocks, memorials and lighting</del>	No relevant inf
Shelter	
Markets	No relevant inf
<del>Public conveniences</del>	No relevant inf
Agency agreements	No relevant inf
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	None
<b>Additional Information</b> This will provide Councils with the opportunity to publish information that is not itemised in the lists above	

**Contact details:**

**Clerk to the Council  
Di Dann  
Fern Hollow, 5 Balls Lane  
Thursford, Fakenham  
Norfolk, NR21 0BX**

**Tel 01232 878196  
E mail [didann@outlook.com](mailto:didann@outlook.com)  
[www.thursford.org.uk](http://www.thursford.org.uk)**

**SCHEDULE OF CHARGES**

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

<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b>BASIS OF CHARGE</b>
<b>Disbursement cost</b>	Photocopying @ 20p per single-sided sheet (black & white)	Actual cost based on computer printing
	Photocopying @ £1.00p per single-sided sheet (colour)	Actual cost based on computer printing
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class. Recorded delivery if requested at standard price.