THURSFORD PARISH COUNCIL

Parish Clerk and RFO : Kerry Harris
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Guide to Information
Published Under the Model Publication Scheme

Hard copies of documents are available from the Clerk and will be charged in accordance with the Schedule on Page 3.

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		
Who's who on the Council and its Committees	Website & from the Clerk, by email or hard copy	
Contact details for Parish Clerk and Councillors (named contacts where possible with telephone number and email address, if used)	website Clerk's contact details are at the top of the page.	
Location of main Council office and accessibility details	Clerk's home. Meetings at the Methodist Church or St Andrew's Church – confirmed on agenda: meetings open to public.	
Staffing structure	Clerk is the 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		
Annual Return (AGAR) & Internal Audit report Bank Account Reconciliation & variations Payments over £100	Website & from the Clerk, by email or hard copy Website	
Finalised budget	Website & from the Clerk, by email or hard copy	
Precept	Website	
Borrowing Approval Letter	N/A	
Financial Regulations and Standing Orders	Website	
Grants given and received Grant Award Policy	Contained within minutes on the website or as a hard copy from the Clerk	
List of current contracts awarded and value of contract	Contained within minutes on the website	
Councillors' 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)		
Parish Plan	N/A	
Annual Report to Parish Meeting (current year & previous year)	Website or as a hard copy from the Clerk	
Minute relating to General Power of Competence adoption	Or details can be found at: Minute 14.6 (May 2019)	
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum		
Timetable of Parish Council meetings and Annual Parish meetings	Website	
Agendas of meetings (as above)	Website & Noticeboards	
Minutes of meetings (as above)	Website & Noticeboards & hard copy from the Clerk	
Reports presented to council meetings - note this will exclude information that is properly regarded as private to the meeting	Contained within minutes on the website	
Responses to planning applications	In Minutes on website & Noticeboards	
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering services and responsibilities) Current information only		
Policies & procedures for the conduct of council business Procedural standing orders Financial Regulations Code of Conduct	 Website Website website	
Policies and procedures for the provision of services and about the employment of staff Equality and diversity policy Freedom of Information Publication Scheme Complaints Procedure Website	 Website Website Website	
Complaints procedures	Website & hard copy from the Clerk	
Class 6 – Lists and Registers **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)	N/A	
Assets Register	Website & as a hard copy from the Clerk	

Register of members'/councillors' interests	Available from North Norfolk District Council website	
Register of gifts and hospitality	N/A	
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		
Allotments	Contact Clerk for information	
Seating, Litter Bins	No relevant information	
Cemetery and Burial fees	Contact Clerk for Information	
	No relevant information	

Schedule of charges

This describes how the charges have been arrived at and should be published as part of the guide. (Below is an example of possible charges).

Type of charge	Description	Basis of charge
Disbursement cost	Photocopying @ 10p per single-sided sheet (black & white)	Actual cost *
	Photocopying @ 25p per single-sided sheet (colour)	Actual cost *
	Postage	Actual cost of Royal Mail standard 2nd class. Recorded delivery if requested at standard price

*   the actual cost incurred by the public authority

Approved – January 2023

Review - 2026