

# Publication Scheme

Policy Document – Version 1.0

Thurcroft Parish Council

Adopted on 30/11/2023  
Minute Reference: 9545

Review Date: 28/11/2024  
(Annual)



# Thurcroft Parish Council

## PUBLICATION SCHEME

### Information available from Thurcroft Parish Council under the Freedom of Information Act model publication scheme

This document covers only information we currently hold. If we do not hold some of the information listed below, we will mark it as 'not held' in the table.

| Information to be published   | How the information can be obtained  | Cost                   |
|---|--|------------------------|
| <b>Class 1 - Who we are and what we do</b>  |  |                        |
| Organisational information, structures, locations, and contacts ( <i>Current information only</i> )   | Website<br><a href="#">OUR SERVICES - Thurcroft Parish Council</a>   | No Cost                |
| List of Council members and their responsibilities as well a list of Council Committees<br><br>Details of any representation on local public bodies | Website<br><a href="#">Councillors - Thurcroft Parish Council</a><br><br><a href="#">How the Council Operates - Thurcroft Parish Council</a>             | No Cost                |
| Postal and email address<br><br>Contact details for Parish Clerk and Council members  | Website<br><a href="#">GET IN TOUCH - Thurcroft Parish Council</a><br><br>Website<br><a href="#">Councillors - Thurcroft Parish Council</a>              | No Cost<br><br>No Cost |
| Location of main Council office and accessibility details   | Website<br><a href="#">GET IN TOUCH - Thurcroft Parish Council</a>   | No Cost                |
| Staffing structure  | Website<br><a href="#">ORGANISATIONAL STRUCTURE - 20231115.pdf</a><br><a href="http://thurcroftparishcouncil.gov.uk">(thurcroftparishcouncil.gov.uk)</a> | No Cost                |



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| Class 2 – What we spend and how we spend it  |  |   |
|--|--|---|
| Financial information about projected and actual income and expenditure, procurement, contracts and financial audit ( <i>Current and previous financial year</i> ) | Website<br><a href="#">Accounts &amp; Audit - Thurcroft Parish Council</a> | No Cost                                     |
| Statement of accounts and internal audit report in the format included in the Annual Return form   | Website<br><a href="#">Accounts &amp; Audit - Thurcroft Parish Council</a> | No Cost                                     |
| Finalised budget   | Website<br><a href="#">Accounts &amp; Audit - Thurcroft Parish Council</a> | No Cost                                     |
| Precept  | Website<br><a href="#">Accounts &amp; Audit - Thurcroft Parish Council</a> | No Cost                                     |
| Borrowing Approval letter  | N/A – not held   |   |
| All items of expenditure above £100  | Website<br><a href="#">Accounts &amp; Audit - Thurcroft Parish Council</a> | No Cost                                     |
| Financial Standing Orders and Regulations  | Website<br><a href="#">Policies - Thurcroft Parish Council</a>             | No Cost                                     |
| Grants given and received  | Hard-copy  | <i>In line with the current FOI Policy.</i> |
| List of current contracts awarded and value of contract  | Hard-copy  | <i>In line with the current FOI Policy.</i> |
| Members' allowances and expenses   | Hard-copy  | <i>In line with the current FOI Policy.</i> |



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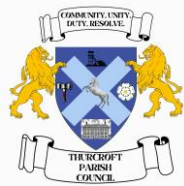
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| <b>Class 3 – What our priorities are and how we are doing</b>  |   |   |
|--|---|---|
| Strategies and plans, performance indicators, audits, inspections, and reviews ( <i>Current and previous year</i> )  | Website<br><a href="#">Administration - Thurcroft Parish Council</a>                          | No Cost                                     |
| Annual governance statement in format included in the Annual Return form   | Website<br><a href="#">Accounts &amp; Audit - Thurcroft Parish Council</a>                    | No Cost                                     |
| Parish Plan  | N/A – not held  |   |
| Annual Report to Parish or Community Meeting   | Website<br><a href="#">How the Council Operates - Thurcroft Parish Council</a>                | No Cost                                     |
| Quality status   | N/A – not held  |   |
| Local charters drawn up in accordance with DLUHC's guidelines  | N/A – not held  |   |
| Data Protection impact assessments (in full or summary format) or any other impact assessment (eg Health & Safety Impact Assessment, Equality Impact Assessments etc), as appropriate and relevant | Hard-copy   | <i>In line with the current FOI Policy.</i> |
| <b>Class 4 – How we make decisions</b>   |   |   |
| Decision making processes and records of decisions ( <i>Current and previous council year</i> )  | Website<br><a href="#">Council Meetings - Thurcroft Parish Council</a>                        | No Cost                                     |
| Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)   | Website (also on noticeboards)<br><a href="#">Council Meetings - Thurcroft Parish Council</a> | No Cost                                     |
| Agendas of meetings (as above)   | Website<br><a href="#">Council Meetings - Thurcroft Parish Council</a>                        | No Cost                                     |
| Minutes of meetings (as above)   | Website   | No Cost                                     |



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|  |   |                                      |
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|  | <a href="#"><u>Council Meetings - Thurcroft Parish Council</u></a>                      |                                      |
| Reports presented to council meetings – exclude material that is properly considered to be exempt from disclosure  | Hard-copy   | In line with current FOI Policy.     |
| Responses to consultation papers   | Hard-copy   | In line with current FOI Policy.     |
| Responses to planning applications   | Website<br><a href="#"><u>Planning &amp; Development - Thurcroft Parish Council</u></a> | No Cost                              |
| Bye-laws   | N/A – Not held  |                                      |
| <b>Class 5 – Our policies and procedures</b>   |   |                                      |
| Current written protocols, policies and procedures for delivering our services and responsibilities ( <i>Current information only</i> )  | Website<br><a href="#"><u>Policies - Thurcroft Parish Council</u></a>                   | No Cost                              |
| Policies and procedures for the conduct of Council business: <ul style="list-style-type: none"> <li>• Procedural standing orders</li> <li>• Committee and sub-committee terms of reference</li> <li>• Delegated authority in respect of officers</li> <li>• Code of Conduct</li> <li>• Policy statements</li> </ul>  | Website<br><a href="#"><u>Policies - Thurcroft Parish Council</u></a>                   | No Cost                              |
| Policies and procedures for the provision of services and about the employment of staff: <ul style="list-style-type: none"> <li>• Internal instructions to staff and policies relating to the delivery of services</li> <li>• Equality and diversity policy</li> <li>• Health and safety policy</li> <li>• Recruitment policies and details of current vacancies</li> <li>• Policies and procedures for handling requests for information</li> </ul> | Hard-copy   | In line with the current FOI Policy. |



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| <ul style="list-style-type: none"> <li>Complaints procedures (including those covering requests for information and operating the publication scheme)</li> </ul> |  |                                      |
| Records management, personal data and access to information policies   | Website<br><a href="#">Policies - Thurcroft Parish Council</a>   | <i>No Cost</i>                       |
| <b>Class 6 – Lists and Registers</b>   |  |                                      |
| Information legally required to hold in publicly available registers (Currently maintained lists and registers only).  | Hard-copy (some information may only be available by inspection) | In line with the current FOI Policy. |
| Assets register, including details of public land and building assets  | Website<br><a href="#">Our Assets - Thurcroft Parish Council</a> | <i>No Cost</i>                       |
| Disclosure log indicating the information provided in response to FOIA and EIR requests. These are recommended as good practice                                  | Hard-copy  | In line with the current FOI Policy. |
| Register of members' interests   | Website<br><a href="#">Our Assets - Thurcroft Parish Council</a> | <i>No Cost</i>                       |
| Register of gifts and hospitality  | Website<br><a href="#">Our Assets - Thurcroft Parish Council</a> | <i>No Cost</i>                       |
| <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)          | Hard copy: some information may only be available by inspection  | In line with the current FOI Policy. |
| Allotments   | Website<br><a href="#">Our Assets - Thurcroft Parish Council</a> | <i>No Cost</i>                       |



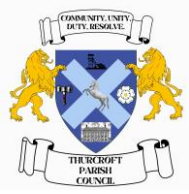
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|---|--|--------------------------------------|
| Burial grounds                                    | Hard copy and website: some information may only be available by inspection. | In line with the current FOI Policy. |
| Community centres and village halls               | Website<br><a href="#">Our Assets - Thurcroft Parish Council</a>             | No Cost                              |
| Parks, playing fields and recreational facilities | Website<br><a href="#">Our Assets - Thurcroft Parish Council</a>             | No Cost                              |
| Seating, litter bins and memorials                | Website<br><a href="#">Our Assets - Thurcroft Parish Council</a>             | No Cost                              |
| Bus shelters                                      | N/A – Not held   |                                      |
| Markets   | N/A – Not held   |                                      |
| Public conveniences                               | N/A – Not held   |                                      |
| Agency agreements                                 | N/A – Not held   |                                      |

### Schedule of charges

Please note that no charge will be made for documents sent via e-mail except in rare cases where the information is not readily available in which case the Clerk's time will be charged at £10.00 per hour (pro rata).

| TYPE OF CHARGE           | DESCRIPTION                                  | BASIS OF CHARGE                                 |
|--------------------------|--|---|
| <b>Disbursement cost</b> | Photocopying @ 10p per sheet (black & white) | Actual cost of printing ink and paper           |
|                          | Photocopying @ 10p per sheet (colour)        | Actual cost of printing ink and paper           |
|                          | Postage                                      | Royal Mail standard 2 <sup>nd</sup> class stamp |



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|----------------------|--|--|
| <b>Statutory Fee</b> | Not applicable, unless a search is required, when the actual statutory fee will be charged, plus any photocopying required | In accordance with the relevant legislation (quote the actual statute) |
| <b>Other</b>         | Clerk's time involved in gathering information, photocopying etc.  | Cost is £10 per hour (pro-rata)  |