

# Publication Scheme

Policy Document – Version 1.1



# 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 <a href="#">OUR SERVICES - Thurcroft Parish Council</a>	No Cost
List of Council members and their responsibilities as well a list of Council Committees  Details of any representation on local public bodies	Website <a href="#">Councillors - Thurcroft Parish Council</a> <a href="#">How the Council Operates - Thurcroft Parish Council</a>	No Cost
Postal and email address  Contact details for Parish Clerk and Council members	Website <a href="#">GET IN TOUCH - Thurcroft Parish Council</a>  Website <a href="#">Councillors - Thurcroft Parish Council</a>	No Cost  No Cost
Location of main Council office and accessibility details	Website <a href="#">GET IN TOUCH - Thurcroft Parish Council</a>	No Cost
Staffing structure	Website <a href="#">ORGANISATIONAL STRUCTURE - 20231115.pdf</a> ( <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 <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 <a href="#">Accounts &amp; Audit - Thurcroft Parish Council</a>	No Cost
Finalised budget	Website <a href="#">Accounts &amp; Audit - Thurcroft Parish Council</a>	No Cost
Precept	Website <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 <a href="#">Accounts &amp; Audit - Thurcroft Parish Council</a>	No Cost
Financial Standing Orders and Regulations	Website <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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Class 3 – What our priorities are and how we are doing		
Strategies and plans, performance indicators, audits, inspections, and reviews ( <i>Current and previous year</i> )	Website <a href="#">Administration - Thurcroft Parish Council</a>	No Cost
Annual governance statement in format included in the Annual Return form	Website <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 <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>
Class 4 – How we make decisions		
Decision making processes and records of decisions ( <i>Current and previous council year</i> )	Website <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) <a href="#">Council Meetings - Thurcroft Parish Council</a>	No Cost
Agendas of meetings (as above)	Website <a href="#">Council Meetings - Thurcroft Parish Council</a>	No Cost
Minutes of meetings (as above)	Website	No Cost



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	<a href="#">Council Meetings - Thurcroft Parish Council</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 <a href="#">Planning &amp; Development - Thurcroft Parish Council</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 <a href="#">Policies - Thurcroft Parish Council</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 <a href="#">Policies - Thurcroft Parish Council</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 <a href="#">Policies - Thurcroft Parish Council</a>	No Cost
<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 <a href="#">Our Assets - Thurcroft Parish Council</a>	No Cost
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 <a href="#">Our Assets - Thurcroft Parish Council</a>	No Cost
Register of gifts and hospitality	Website <a href="#">Our Assets - Thurcroft Parish Council</a>	No Cost
<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 <a href="#">Our Assets - Thurcroft Parish Council</a>	No Cost



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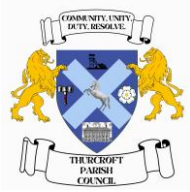
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Burial grounds	Hard copy and website: some information may only be available by inspection.	In line with the current FOI Policy.
Community centres and village halls	Website <a href="#">Our Assets - Thurcroft Parish Council</a>	<i>No Cost</i>
Parks, playing fields and recreational facilities	Website <a href="#">Our Assets - Thurcroft Parish Council</a>	<i>No Cost</i>
Seating, litter bins and memorials	Website <a href="#">Our Assets - Thurcroft Parish Council</a>	<i>No Cost</i>
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 @ 25p per sheet (black & white)	Actual cost of printing ink and paper
	Photocopying @ 25p 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 £40 per hour (pro-rata)