

Thorner Parish Council – Publication Scheme – December 2015

Information to be published;	How the information can be obtained;	Cost;
Class 1 – Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only	Hard copy	10p + postage
Who's who on the council and its working party's?	Hard copy	10p + postage
Contact details for Parish Clerk and Council members (names contacts where possible with telephone numbers and e-mail addresses (if used).	Hard copy	10p + postage
Location of main Council office and accessibility details	Hard copy	10p +postage
Staffing structure		10p + postage
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 minimum	Hard copy	10p + postage
Annual return form and report by auditor	Hard copy	10p + postage
Finalised budget	Hard copy	10p + postage
Precept	Hard copy	10p + postage
Borrowing approval letter	N/a	
Financial Standing Orders and Regulations	Hard copy	10p + postage
Grants given and received	Hard copy	10p + postage
Class 3 – What our priorities are and how we are doing	Hard copy	10p + postage

(Strategies and plans, performance indicators, audits, inspections and reviews)		
Action Plan	Hard copy	10p + postage
Annual Report	Hard copy	10p +postage
Award Scheme status	Hard copy	10p + postage
Local charters drawn up in accordance with DCLG guidelines	LCC Website	Free
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum	Hard copy	10p + postage
Timetable of meetings	Hard copy	10p + postage
Agendas of meetings	Hard copy	10p + postage
Minutes of meetings – nb this will include information that is properly regarded as private to the meeting.	Hard copy	10p + postage
Reports presented to council meetings - nb this will include information that is properly regarded as private to the meeting.	Hard copy	10p + postage
Responses to consultation papers	Hard copy	10p + postage
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities Current information only	Hard copy	10p + postage
Policies and procedures for the conduct of council business; Procedural standing orders Working Party's/Steering Group terms of reference Delegated authority in respect of officers Code of Conduct Policy statements	Hard copy	10p + postage

Records management policies (records retention, destruction and archive)	Hard copy	10p + postage
Volunteer Groups	Hard copy	10p + postage
Schedule of charges (for the publication of information)	Hard copy	10p + postage
Class 6 – Lists & Registers Currently maintained lists and registers only	Hard copy	10p + postage
Any publicly available register or list	Hard copy	10p + postage
Assets register	Hard copy	10p + postage
Register of members interest	Hard copy	10p + postage
Class 7 – The services we offer (Information about the services we offer including leaflets, guidance and newsletters produced for public and businesses)	Hard copy	10p + postage
Parks, playing fields and recreational facilities	Some information may only be available by inspection For information contact the Clerk to the Council	
Additional information; Information that is not itemised above.		

All requests for hard copy information will be dealt with as soon as possible subject to resource implications.

Contact details;

Clerk to the Council Barry Riley, E-mail thornerparishcouncil@gmail.com

Schedule of charges;

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement costs	Photocopying @ 10p sheet	Actual cost
	Postage	Actual cost of Royal Mail std 2 nd class.