

# **THORNHAM PARISH COUNCIL**

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

**Approved and adopted by Thornham Parish Council**

**Date of next review: [date]**

## Information available from Thornham Parish Council under their publication scheme

*Hard copies of documents are available from the Clerk and will be charged in accordance with the Schedule on Page 7.*

Information to be published	How the information can be obtained	Cost
<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>From the Council's website</p> <p>Displayed on noticeboards</p> <p>As a hard copy from the Clerk, or electronically attached to an email from the Clerk</p>	<p>See costs on Page 7 for hard copies of documents in Class 1</p>
<p>Who's who on the Council and its Committees</p>	<p>From the Council's website</p> <p>As a hard copy from the Clerk, or electronically attached to an email from the Clerk</p>	<p>as above</p>
<p>Contact details for Parish Clerk and Councillors (named contacts where possible with telephone number and email address, if used)</p>	<p>From the Council's website</p> <p>Clerk's contact details are on Page 7. Clerk and Councillors' details hard copy, as an attachment to an email from the Clerk</p>	<p>as above</p>
<p>Location of main Council office and accessibility details</p>	<p>Office is in Clerk's home. Meetings at the Village Hall, meetings open to public. Limited parking at the Hall</p>	
<p>Staffing structure</p>	<p>Clerk is sole employee</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)  Current and previous financial year as a minimum	From the Council's website or as a hard copy from the Clerk	See costs on Page 7 for hard copies of documents in Class 2
Annual Return (Pages 2, 3 and 5) Reasons for Variations = / - 15% Payments over £100	As above As above As above	
Finalised budget	As above	
Precept	From the Council's website or as a hard copy from the Clerk	
Borrowing Approval letter	N/A	
Financial Regulations and Standing Orders	From the Council's website or as a hard copy from the Clerk	
Grants given and received Grant Award Policy	From the Council's website or as a hard copy from the Clerk	
List of current contracts awarded and value of contract Street Lights Maintenance Health & Safety	Hard copy from the Clerk	

Councillors' allowances and expenses	Currently N/A	
<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)		See costs on Page 7 for hard copies of documents in Class 3
Action Plan/s	From the Council's website or as a hard copy from the Clerk	

Chairman's Annual Report to Parish Meeting (current year only)	From the Council's website or as a hard copy from the Clerk	
Minute relating to General Power of Competence adoption	Adopted July 2019 on Council's website or as a hard copy from the Clerk	
<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions)  Current and previous council year as a minimum		See costs on Page 7 for hard copies of documents in Class 4
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	From the Council's website or as a hard copy from the Clerk Parish noticeboard/s	
Agendas of meetings (as above)	From the Council's website or as a hard copy from the Clerk	
Minutes of meetings (as above) – NB this will exclude information that is properly regarded as private to the meeting	From the Council's website or as a hard copy from the Clerk	
Reports presented to council meetings - note this will exclude information that is properly regarded as private to the meeting	Currently N/A	
Responses to planning applications  Responses to consultation papers	See Minutes From the Council's website or hard copy from the Clerk	
<b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering services and responsibilities) Current information only		See costs on Page 7 for hard copies of documents in Class 5

Policies – Planning Policy (how the Council deals with planning applications at parish council level), Code of Conduct and Dispensation Policy, Risk Management Policy	From the Council's website or as a hard copy from the Clerk	
Policies and procedures for the provision of services and about the employment of staff: Equality and diversity policy Lone Workers Policy Training and Development Policy Policies and procedures for handling requests for information Freedom of Information Publication Scheme	From the Council's website or as a hard copy from the Clerk	
Complaints procedures (including those covering requests for information and operating the publication scheme)	From the Council's website or as a hard copy from the Clerk	
<b>Class 6 – Lists and Registers</b>  <b>Currently maintained lists and registers only</b>		See costs on Page 7 for hard copies of documents in Class 6
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	From the Council's website or as a hard copy from the Clerk	
Register of members'/councillors' interests	Available from Borough Council of King's Lynn & District Council website	
Register of gifts and hospitality	Apply to Clerk	

<b>Class 7 – The services we offer</b> Information about the services the Council offers, including leaflets, guidance and newsletters produced for the public and businesses  Current information only	From the Council's website or as a hard copy from the Clerk	See costs on Page 7 for hard copies of documents in Class 7
Allotments	Not run by the Parish Council	
<del>Community centres and village halls</del>	Not run by the Parish Council	
<del>Parks, playing fields and recreational facilities</del>	Not run by the Parish Council	
<del>Seating, litter bins, clocks, memorials and lighting</del>	No relevant information	
Shelter	No relevant information	
<del>Markets</del>	N/A	
<del>Public conveniences</del>	N/A	
<del>Agency agreements</del>	N/A	
A summary of services for which the Council is entitled to recover a fee, together with those fees (e.g. burial fees)	N/A	

#### Contact details of the Clerk

Mrs S J Bristow  
Parish Clerk/RFO  
Church Farmhouse  
East Walton Road  
Gayton  
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PE32 1PH

01553 636499

[Thornhampc@gmail.com](mailto:Thornhampc@gmail.com)

## 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).

<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