

# **THORNHAM PARISH COUNCIL**

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

**Approved and adopted by Thornham Parish Council  
14 February 2024**

**Date of next review: February 2025**

## 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>Displayed on noticeboards</p> <p>As a hard copy from the Clerk, or electronically attached to an e mail 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>Displayed on noticeboards</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>

Location of main Council office and accessibility details	Office is in Clerk's home. Meetings at the Village Hall, meetings open to public.	
Staffing structure	Clerk is sole employee	
<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 [if a council with turnover £25,000 or under] or payments over £500 [if a council with turnover £200,000 or over]	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	Hard copy from the Clerk	
Councillors' allowances and expenses	From the Clerk	
<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 / Business Continuity Plan	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	Or details can be found in Minutes or 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 [Possibly parish noticeboard]	
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 or on Borough Council Planning Portal. From the Council's website Noticeboards, email 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 [delete if you don't have these] 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 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	Tenancy document available from the Clerk as a hard copy	
Other examples:		
<del>Community centres and village halls</del>	No relevant information	
<del>Parks, playing fields and recreational facilities</del>	No relevant information	
Seating, litter bins, clocks, memorials and lighting	No relevant information	
Shelter	No relevant information	
Markets	No relevant information	
<del>Public conveniences</del>	No relevant information	
Agency agreements	No relevant information	
A summary of services for which the Council is entitled to recover a fee, together with those fees (e.g. burial fees)	None	
<b>Additional Information</b>		

### Contact details of the Clerk

Sarah Raven  
5 Wells Road, Burnham Overy Town, Norfolk, PE31 8HU  
Email: [thornhampc@gmail.com](mailto:thornhampc@gmail.com)  
Tel: 07741928990

including telephone and email of Clerk

## 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 @ £0.50 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