

Information available from Thompson Parish Council under the model publication scheme

Information to be published	How the information can be obtained	Cost
Class1 - Who we are and what we do		
Who's who on the Council and its Committees	Website Hard copy – contact Clerk	Free 10p a sheet
Contact details for Parish Clerk and Council members	Website Hard copy – contact Clerk	Free 10p a sheet
Location of main Council office and accessibility details	N/A	
Staffing structure	Website	Free
Class 2 – What we spend and how we spend it <i>(Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)</i> <i>Current and previous financial year as a minimum</i>		
Annual return form and report by auditor	Hard copy – contact Clerk	10p a sheet
Finalised budget	Hard copy – contact Clerk	10p a sheet
Precept	Hard copy – contact Clerk	Free
Borrowing Approval letter	N/A	
Financial Standing Orders and Regulations	Hard copy – contact Clerk Website – available shortly	10p a sheet Free
Grants given and received	Hard copy – contact Clerk	10p a sheet
List of current contracts awarded and value of contract	Hard copy – contact Clerk	10p a sheet
Members' allowances and expenses	N/A	
Class 3 – What our priorities are and how we are doing <i>(Strategies and plans, performance indicators, audits, inspections and reviews)</i>		
Parish Plan (current and previous year as a minimum)	2009 Under development	
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Hard copy – contact Clerk Website – available shortly	Free
Quality status	Not yet available	
Local charters drawn up in accordance with DCLG guidelines	N/A	

Class 4 – How we make decisions

(Decision making processes and records of decisions)

Current and previous council year as a minimum

Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Website Hard copy – Notice board	Free Free
Agendas of meetings (as above)	Website & Notice board Hard copy – contact Clerk	Free 10p a sheet
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Website & notice board Hard copy – contact Clerk	Free 10p a sheet
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Website Hard copy – contact Clerk	Free 10p a sheet
Responses to consultation papers	Website Hard copy – contact Clerk	Free 10p a sheet
Responses to planning applications	Website Hard copy – contact Clerk	Free 10p a sheet
Bye-laws	Not currently relevant	

Class 5 – Our policies and procedures

(Current written protocols, policies and procedures for delivering our services and responsibilities)

*Current information only
(hard copy or website)*

Policies and procedures for the conduct of council business: Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements	Hard Copy – contact clerk Will be shortly available on website	10p a sheet
Policies and procedures for the provision of services and about the employment of staff: Internal policies relating to the delivery of services Equality and diversity policy Health and safety policy Recruitment policies (including current vacancies) Policies and procedures for handling requests for information	Currently under development	

Complaints procedures (including those covering requests for information and operating the publication scheme)		
Information security policy		
Records management policies (records retention, destruction and archive)		
Data protection policies		
Schedule of charges (for the publication of information)		
Class 6 – Lists and Registers		
<i>Currently maintained lists and registers only</i>		
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	No registers kept by PC	
Assets Register	Under development	
Disclosure log (indicating the information that has been provided in response to requests; recommended as good practice, but may not be held by parish councils)	Not currently maintained by PC	
Register of members' interests	Held by Breckland DC	
Register of gifts and hospitality	No register held	
Class 7 – The services we offer		
<i>(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)</i>		
<i>Current information only</i>		
Allotments	No service	
Burial grounds and closed churchyards	No service	
Community centres and village halls	Hard Copy – contact Clerk Website - shortly	10p a sheet Free
Parks, playing fields and recreational facilities	Hard copy – contact Clerk Website - shortly	10p a sheet Free
Seating, litter bins, clocks, memorials and lighting	Hard copy – contact Clerk Website -shortly	10p a sheet Free
Bus shelters	Hard copy – contact Clerk Website - shortly	10p a sheet Free
Markets	No service	
Public conveniences	No service	
Agency agreements	No service	
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	No services	

Additional Information

This will provide Councils with the opportunity to publish information that is not itemised in the lists above

Contact details:

Clerk to Thompson Parish: Geoff Winslow 01953 483476

SCHEDULE OF CHARGES

This describes how the charges have been arrived at and should be published as part of the guide.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 10p per sheet (black & white)	Actual cost *
	Photocopying @10p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee	N/A	In accordance with the relevant legislation (quote the actual statute)
Other		

* the actual cost incurred by the public authority