

Information available from Thrapston Town Council under the model publication scheme

Information to be published	How the information can be obtained	Cost Per page
<p>Class1 - Who we are and what we do (Organisational information, structures, locations and contacts)</p> <p>This will be current information only</p> <p>N.B. Councils should already be publishing as much information as possible about how they can be contacted.</p>	<p>(hard copy and/or website)</p> <ul style="list-style-type: none"> • Website www.thrapstoncouncil.co.uk 	10 p
Who's who on the Council and its Committees	<ul style="list-style-type: none"> • Website 	10p
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	<ul style="list-style-type: none"> • Website 	10p
Location of main Council office and accessibility details	<ul style="list-style-type: none"> • Website 	10p
Staffing structure	<ul style="list-style-type: none"> • Website 	10p
	<ul style="list-style-type: none"> • Website 	10p
<p>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)</p> <p>Current and previous financial year as a minimum</p>	<p>(hard copy and/or website)</p> <ul style="list-style-type: none"> • Website • Hard Copy • (Annual Report) 	10p Free
Annual return form and report by auditor	<ul style="list-style-type: none"> • Office 	10p

Finalised budget	Office	10p
Precept	Office	10p
Borrowing Approval letter	N/A	
Financial Standing Orders and Regulations	Website/Office	10p
Grants given and received	Website/Office	10p
List of current contracts awarded and value of contract	Website/Office	10P
Members' allowances and expenses	Website/Office	10P
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)	(hard copy or website)	
Parish Plan (current and previous year as a minimum)	N/A	
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Part of Annual report Website/Office	No charge
Quality status		
Local charters drawn up in accordance with DCLG guidelines		
	N/A	
Class 4 – How we make decisions (Decision making processes and records of decisions)	(hard copy or website) Minutes Website/Office	10P Per sheet
Current and previous council year as a minimum		
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Agendas Website/Office	10P
Agendas of meetings (as above)	As above	10P
Minutes of meetings (as above) – NB this will exclude information that is properly regarded as private to the meeting.	As above	10P

Reports presented to council meetings - NB this will exclude information that is properly regarded as private to the meeting.	Office	10p per sheet
Responses to consultation papers	Website/Office	10p
Responses to planning applications	Office	10p
Bye-laws	Website/office	10p
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)	10p per sheet
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	Office Web site/office Website/office (S.Orders) Website/office (S.Orders) Office Office/Website	Hard copies 10p per sheet for all
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	Office for all items in opposite box	10p per sheet

Complaints procedures (including those covering requests for information and operating the publication scheme)		
Information security policy	Office	10p per sheet
Records management policies (records retention, destruction and archive)	Office	10P
Data protection policies	Office	10P
Schedule of charges (for the publication of information)	Office	10P
		10P
Class 6 – Lists and Registers	(hard copy or website; some information may only be available by inspection)	
Currently maintained lists and registers only		
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	Office	10p
Assets Register	Website/office	10p
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)	N/A	
Register of members' interests	Office	10p
Register of gifts and hospitality	Office	10p
Class 7 – The services we offer	(hard copy or website; some information may only be available by inspection)	10p
(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)		
Current information only	Website/office	
Allotments	N/A	
Burial grounds and closed churchyards	Office	

Community centres and village halls	Website/office	10p
Parks, playing fields and recreational facilities	Office	10p
Seating, litter bins, clocks, memorials and lighting	Office	10p
Bus shelters	N/A	
Markets	N/A - Bletsoe	
Public conveniences	N/A	
Agency agreements	N/A	
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Office	10p
Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above		
Please note that all charges at 10 pence are per sheet of information		

**Contact details: Jeanne Pike, Telephone 01832 734673
Thrapston Town Council, 77 High Street Thrapston Northants. NN14 4JJ
www.thrapstoncouncil.**

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 *
)	
	Postage	Actual cost of Royal Mail standard 2 nd class
Other		

* the actual cost incurred by the public authority