

**Information available from Thrapston Town Council  
under the Freedom of Information Act**

**PUBLICATION SCHEME**

This Publication Scheme has been prepared and approved by the Information Commissioner. It was adopted by Thrapston Town Council without modification in May 2012. The new Model Publication Scheme effective from the 25<sup>th</sup> October 2015 is now in place and was revised in July 2016.

This Publication Scheme commits Thrapston Town Council to make information available to the public as part of its normal business activities. The information covered is included in the Classes of Information mentioned below, where this information is held by the authority. Additional assistance is provided to the definition of these classes in sector specific guidance manuals issued by the Information Commissioner.

The Scheme commits an authority:-

- To proactively publish or otherwise make available as a matter of routine information including environmental information which is held by the authority and falls within the classifications below.
- To specify the information which is held by the authority and falls within the classifications below.
- To proactively publish the methods by which the specific information is made routinely available so that it can be easily identified and accessed by members of the public.
- To review and update on a regular basis the information the authority makes available under this Scheme.
- To produce a schedule of any fees charged for access to information which is made proactively available.
- To make this Publication Scheme available to the public.

- To publish any dataset held by the authority

Information to be published	How the information can be obtained	Cost Per printed sheet
<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>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"> <li>• Website/Office www.thrapstontowncouncil.gov.uk</li> </ul>	10 p
Who's who on the Council and its Committees	<ul style="list-style-type: none"> <li>• Website/Office</li> </ul>	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"> <li>• Website/Office</li> </ul>	10p
Location of main Council office and accessibility details	<ul style="list-style-type: none"> <li>• Website/Office</li> </ul>	10p
Staffing structure	<ul style="list-style-type: none"> <li>• Website/Office</li> </ul>	10p
<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)</p> <p>Current and previous financial year as a minimum</p>	<p>(hard copy and/or website)</p> <ul style="list-style-type: none"> <li>• Website/Office</li> <li>• Hard Copy</li> <li>• (Annual Report)</li> </ul>	10p Free
Annual return form and report by auditor	<ul style="list-style-type: none"> <li>• Office</li> </ul>	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
<b>Class 3 – What our priorities are and how we are doing</b> (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 Town Meeting (current and previous year as a minimum)	Part of Annual report Website/Office	No charge
Quality status	N/A	
Local charters drawn up in accordance with DCLG guidelines	N/A	
<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions)		
Current and previous council year as a minimum	Minutes Website/Office	10p
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Website/Office	10p
Agendas of meetings (as above)	Website/Office	10p
Minutes of meetings (as above) – NB this will exclude information that is properly regarded as private to the meeting.	Website/Office	10p
Reports presented to council meetings - NB this will exclude information that is properly regarded as private to the meeting.	Office	10p
Responses to consultation papers	Website/Office	10p

Responses to planning applications	Office	10p
Bye-laws	Website/office	10p
<b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities)  Current information only	Website/Office	10p
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(Standing Orders) Website/office(Standing Orders) Office Office/Website	10p
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 Complaints procedures (including those covering requests for information and operating the publication scheme)	Office	10p
Information security policy	Office	10p
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
<b>Class 6 – Lists and Registers</b>	(hard copy or website; some information may only be available by personal 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
<b>Class 7 – The services we offer</b>	(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	Office	
Markets	N/A	
Public conveniences	Office	
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

<b>Additional Information</b>		
This will provide Councils with the opportunity to publish information that is not itemised in the lists above		
<b>Please note that all charges at 10 pence are per sheet of information</b>		

### SCHEDULE OF CHARGES

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
<b>Disbursement cost</b>	Photocopying @10p per sheet (black & white)	Actual cost incurred by the Council
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Other</b>		

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