

This model publication scheme was adopted by Thurcaston & Cropston Parish Council at the Council meeting on Thursday 18<sup>th</sup> June 2015

## Information available from Thurcaston & Cropston Parish Council under the model publication scheme

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>N.B. Councils should already be publishing as much information as possible about how they can be contacted.</p>	Hard Copy – Contact Clerk	
Who’s who on the Council and its Committees	Hard Copy - Contact Clerk Web site	
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Hard Copy – Contact Clerk/Website	
Location of main Council office and accessibility details	Memorial Hall, Anstey Lane, Thurcaston. LE7 7JA. Open 9.30-11.30 Tuesday & Wednesday.	
Staffing structure	Hard Copy – Contact Clerk	

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<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>	Hard Copy – Contact Clerk	
Annual return form and report by auditor	Hard Copy – Contact Clerk	
Finalised budget	Hard Copy – Contact Clerk	
Precept	Hard Copy – Contact Clerk	
Borrowing Approval letter	Not applicable	
Financial Standing Orders and Regulations	Hard Copy – Contact Clerk & website	
Grants given and received	Hard Copy – Contact Clerk	
List of current contracts awarded and value of contract	Hard Copy – Contact Clerk	
Members’ allowances and expenses	Chairman only – Hard copy, contact Clerk	
<p><b>Class 3 – What our priorities are and how we are doing</b>  (Strategies and plans, performance indicators, audits, inspections and reviews)</p>	Contact Clerk	
Parish Plan (current and previous year as a minimum)	Contact Clerk	
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Council Minutes via Clerk	

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Quality status	Contact Clerk	
Local charters drawn up in accordance with DCLG guidelines	Not applicable.	
<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions)  Current and previous council year as a minimum	Hard Copy/Contact Clerk/Website Council Minutes	
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Hard Copy/Clerk/Website	
Agendas of meetings (as above)	Hard Copy/Clerk/Website	
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Hard Copy/Clerk/Website	
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Hard Copy/Contact Clerk	
Responses to consultation papers	Hard Copy/Contact Clerk	
Responses to planning applications	Charnwood Borough Council.	
Bye-laws	Hard Copy/Contact Clerk	
<b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities)  Current information only	Hard Copy/Contact Clerk	
Policies and procedures for the conduct of council business:	All Hard Copy/Contact Clerk	

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Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements		
Policies and procedures for the provision of services and about the employment of staff:  Internal policies relating to the delivery of services <b>N/A</b> Equality and diversity policy <b>N/A</b> Health and safety policy <b>Hard Copy</b> Recruitment policies (including current vacancies) <b>N/A</b> Policies and procedures for handling requests for information <b>N/A</b> Complaints procedures (including those covering requests for information and operating the publication scheme) <b>N/A</b>	See individual Policies	
Information security policy	N/A	
Records management policies (records retention, destruction and archive)	N/A	
Data protection policies	N/A	
Schedule of charges (for the publication of information)	N/A	
<b>Class 6 – Lists and Registers</b>		
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)	N/A	
Assets Register	Hard Copy/Contact Clerk	

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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 Applicable	
Register of members' interests	Charnwood Borough Council & website	
Register of gifts and hospitality	Charnwood Borough Council	
<b>Class 7 – The services we offer</b> (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)  Current information only	Hard Copy – Contact Clerk	
Allotments	N/A	
Burial grounds and closed churchyards	N/A	
Community centres and village halls	N/A	
Parks, playing fields and recreational facilities	N/A	
Seating, litter bins, clocks, memorials and lighting	N/A	
Bus shelters	N/A	
Markets	N/A	
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)	Hard Copy/Contact Clerk	
<b>Additional Information</b> This will provide Councils with the opportunity to publish information that is not itemised in the lists above	NONE	

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**Contact details:**

**Clerk to the Council  
Thurcaston & Cropston Parish Council  
Memorial Hall  
Anstey Lane,  
Thurcaston. LE7 7JA.  
Tel: 0116 2367626 email: [tncparish@btconnect.com](mailto:tncparish@btconnect.com)**

SCHEDULE OF CHARGES

**NIL**