

## THORPE ST ANDREW TOWN COUNCIL

### Publication Scheme

#### **Information available from Thorpe St Andrew Town Council under the publication scheme** (based on the model supplied by the National Association of Local Councils)

Thorpe St Andrew Town Council will make the information in this definition document available unless:

- it does not hold the information;
- the information is exempt under one of the FOIA exemptions or Environmental Information Regulations exceptions, or its release is prohibited by another statute;
- the information is readily and publicly available from an external website; such information may have been provided by the public authority or on its behalf. The authority must provide a direct link to that information;
- the information is archived, out of date or otherwise inaccessible; or,
- it would be impractical or resource-intensive to prepare the material for routine release.

#### **Publishing datasets for re-use**

Public authorities must publish under their publication scheme any dataset they hold that has been requested, together with any updated versions, unless they are satisfied that it is not appropriate to do so. So far as reasonably practicable, they must publish it in an electronic form that is capable of re-use.

If the dataset or any part of it is a relevant copyright work and the public authority is the only owner, the public authority must make it available for re-use under the terms of a specified licence. Datasets in which the Crown owns the copyright or the database rights are not relevant copyright works.

The Datasets Code of Practice recommends that public authorities make datasets available for re-use under the [Open Government Licence](#).

The term ‘dataset’ is defined in section 11(5) of FOIA. The terms ‘relevant copyright work’ and ‘specified licence’ are defined in section 19(8) of FOIA. The ICO has published [guidance](#) on the dataset provisions in FOIA. This explains what is meant by “not appropriate” and “capable of re-use”.

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 or website)	Free
Who’s who on the Council and its Committees	Website	Free
Contact details for Town Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website	Free
Location of main Council office and accessibility details	Website	Free
Staffing structure	Website	Free
<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>	(hard copy or website)	
Current and previous financial year as a minimum	Website	Free

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Annual return form and report by auditor	Website	Free
Finalised budget	Website	Free
Precept	Website	Free
Borrowing Approval letter	Website	Free
Financial Standing Orders and Regulations	Website	Free
Grants given and received	Website	Free
<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, audits, inspections and reviews)  Current and previous year as a minimum	(hard copy or website)	Free
Annual Report to Parish Meeting (current and previous year as a minimum)	Website	Free
<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions)  Current and previous council year as a minimum	Website	Free
Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	Website	Free
Agendas of meetings	Website	Free
Minutes of meetings	Website	Free
Reports presented to council meetings	Website	Free
Responses to consultation papers	Website	Free
Responses to planning applications	Website	Free

<p><b>Class 5 – Our policies and procedures</b>                  (Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information only</p>	<p>Website</p>	<p>Free</p>
<p>Policies and procedures for the conduct of council business:</p> <p>Standing orders                  Committee and sub-committee terms of reference                  Delegated authority in respect of officers                  Code of Conduct                  Policy statements</p>	<p>Website                  Website                  Website                  Website                  Website</p>	<p>Free</p>
<p>Policies and procedures for the provision of services and about the employment of staff:</p> <p>Internal instructions to staff and policies relating to the delivery of services                  Equality and diversity policy                  Health and safety policy                  Policies and procedures for handling requests for information                  Complaints procedures (including those covering requests for information and operating the publication scheme)                  Disciplinary and Grievance Procedure</p>	<p>Website</p>	<p>Free</p>
<p>GDPR policy</p>	<p>Website</p>	<p>Free</p>

<b>Class 6 – Lists and Registers</b>	(hard copy or website; some information may only be available by inspection)	
Currently maintained lists and registers only		
Assets register	Hardcopy	Free
Register of members' interests	Hardcopy	Free
Register of gifts and hospitality	Hardcopy	Free

<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		
Allotments	Website	
Burial grounds and closed churchyards	Website	
Village halls	Website	
Parks, playing fields and recreational facilities	Website	
Bus shelters and Streetlight Reporting	Website	
Public conveniences	Website	
Services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)		

Thorpe St Andrew Town  
Council **Contact details:**

**The Town Clerk**  
**Town Hall**  
Pound Lane  
Thorpe St Andrew  
NR7 0UL

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SCHEDULE OF CHARGES

<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b>BASIS OF CHARGE</b>
<b>Disbursement cost</b>	Photocopying @ 10p per sheet (black & white)	Actual cost *
	Photocopying @ 25p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal
		Mail standard 2 <sup>nd</sup> class
<b>Statutory Fee</b>		In accordance with the relevant legislation (quote the actual statute)
<b>Other</b>		

\* the actual cost incurred by the public authority