

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- the information is archived, out of date or otherwise inaccessible; or,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>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>	(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>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>	(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
Class 3 – What our priorities are and how we are doing (Strategies and plans, audits, inspections and reviews)	(hard copy or website)	Free
Current and previous year as a minimum		
Annual Report to Parish Meeting (current and previous year as a minimum)	Website	Free
Class 4 – How we make decisions (Decision making processes and records of decisions)	Website	Free
Current and previous council year as a minimum		
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>Class 5 – Our policies and procedures (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>

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

<p>Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)</p> <p>Current information only</p>		
<p>Allotments</p>	<p>Website</p>	
<p>Burial grounds and closed churchyards</p>	<p>Website</p>	
<p>Village halls</p>	<p>Website</p>	
<p>Parks, playing fields and recreational facilities</p>	<p>Website</p>	
<p>Bus shelters and Streetlight Reporting</p>	<p>Website</p>	
<p>Public conveniences</p>	<p>Website</p>	
<p> </p>		
<p>Services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)</p>		

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

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

* the actual cost incurred by the public authority