



## Information available from Aldborough & Thurgarton 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>	Website, electronic	
Who's who on the Council and its Committees	Website, electronic	
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website, electronic	

Location of main Council office and accessibility details	N.A.	
Staffing structure	Clerk/Responsible Finance Officer is sole employee	
<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)  Current and previous financial year as a minimum		
Annual return form and report by auditor	Website, electronic	
Finalised budget	Website, electronic	
Precept	Website, hard copy	
Borrowing Approval letter	None	
Financial Standing Orders and Regulations	Website, electronic	
Grants given and received	Website, if any	
List of current contracts awarded and value of contract	Grass cutting only – minutes on website	
Members' allowances and expenses	Website if any	
<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)  Current and previous year as a minimum		

Parish Plan (current and previous year as a minimum)	None	
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Website as minutes of Annual Parish Meeting	
Quality status	Not applicable	
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		
Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	Website, electronic	
Agendas of meetings (as above)	Website, electronic	
Minutes of meetings (as above) – n.b. this will exclude information that is properly regarded as private to the meeting.	Website, electronic	
Reports presented to council meetings – n.b. this will exclude information that is properly regarded as private to the meeting.	Website, electronic	
Responses to consultation papers	Website as minutes, electronic	
Responses to planning applications	NNDC website	
Bye-laws	Website – The Green Management Policy	
<b>Class 5 – Our policies and procedures</b>		
(Current written protocols, policies and procedures for delivering our services and responsibilities)		

Current information only		
<p>Policies and procedures for the conduct of council business:</p> <p>Procedural standing orders  Committee and sub-committee terms of reference  Delegated authority in respect of officers  Code of Conduct  Policy statements</p>	<p>Website, electronic  Website, electronic  Clerk only  Website, electronic  Website,electronic</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  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)</p>	<p>Clerk only – Contract of Employment  Website, electronic  Under 5 employees  Clerk only</p> <p>Website, electronic  Website, electronic</p>	
Information security policy	Website, electronic	
Records management policies (records retention, destruction and archive)	Website, electronic	
Data protection policies	Website, electronic	
Schedule of charges (for the publication of information)	See page 7	

<b>Class 6 – Lists and Registers</b>		
Currently maintained lists and registers only	(hard copy or website; some information may only be available by inspection)	
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	None	
Assets register	Website	
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)	None	
Register of members' interests	Refer to NNDC website	
Register of gifts and hospitality	None	
<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	None	
Burial grounds and closed churchyards	None	
Community centres and village halls	None	
Parks, playing fields and recreational facilities	Website, electronic, The Green Management Policy	
Seating, litter bins, clocks, memorials and lighting	Website, electronic	
Bus shelters	None	
Markets	None	

Public conveniences	None	
Agency agreements	None	
Services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	None	
<b>Additional Information</b> This will provide Councils with the opportunity to publish information that is not itemised in the lists above		
Council Risk Management Scheme	Website and hard copy	

**Contact details:** Clerk as website

## SCHEDULE OF CHARGES

This describes how the charges have been arrived at and should be published as part of the guide.

<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b>BASIS OF CHARGE</b>
<b>Disbursement cost</b>	Photocopying @ 0.20p per sheet (black & white)	Actual cost *
	Photocopying @ 0.20p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 1 <sup>st</sup> or 2 <sup>nd</sup> class
<b>Other</b>		

\* the actual cost incurred by the public authority