

Freedom of Information Act 2000

Publication Scheme

of

Thrybergh Parish Council
Thrybergh Parish Hall
Park Lane
Thrybergh
Rotherham
S65 4BP

Introduction

Thrybergh Parish Council has adopted the new model publication scheme, as prepared and approved by the Information Commissioner.

This publication scheme commits Thrybergh Parish 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 Thrybergh Parish Council. Additional assistance is provided to the definition of these classes in sector-specific guidance manuals issued by the Information Commissioner.

The scheme commits Thrybergh Parish Council:

- 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 or otherwise make available as a matter of routine, information in line with the statements contained within this scheme.
- To produce and 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.

NOTE *The Parish Council is developing a new Website which when completed will contain much of the information currently only available in hard copy. Once in place any information held on the website will generally be available at no cost.*

Classes of Information

If there is any information required that does not appear in the publication scheme below, please contact the Clerk to the Council, who is the officer responsible for this scheme on behalf of the Council and is also responsible for maintaining the scheme on a day to day basis. We will be working toward having all information below available online. Until such time, please contact the Clerk in relation to any information below that does not have a corresponding link.

Information available from Thrybergh Parish Council under the model publication scheme

Information to be published	How the information can be obtained	Cost
<p>Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts)</p> <p>This will be current information only</p>	(hard copy and/or website)	
Who's who on the Council and its Committees		

Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Hard Copy	5p/sheet
Location of main Council office and accessibility details	Hard Copy	5p/sheet
Staffing structure	Hard Copy	5p/sheet
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) Current and previous financial year as a minimum	(hard copy and/or website)	
Annual return form and report by auditor	Hard Copy	5p/sheet
Finalised budget	Hard Copy	5p/sheet
Precept	Hard Copy	5p/sheet
Borrowing Approval letter	Hard Copy	5p/sheet
Financial Standing Orders and Regulations	Hard Copy	5p/sheet
Grants given and received	Hard Copy	5p/sheet
Members' allowances and expenses	Hard Copy	5p/sheet
	Hard Copy	5p/sheet
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)	(hard copy or website)	
Parish Plan (current and previous year as a minimum)	Hard Copy	5p/sheet
Annual Report to Parish Meeting (current and previous year as a minimum)	Hard Copy	5p/sheet
Class 4 – How we make decisions (Decision making processes and records of decisions)	(hard copy or website)	

Current and previous council year as a minimum		
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Hard Copy	5p/sheet
Agendas of meetings (as above)	Hard Copy	5p/sheet
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Hard Copy	5p/sheet
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Hard Copy	5p/sheet
Responses to consultation papers	Hard Copy	5p/sheet
Responses to planning applications	Hard Copy	5p/sheet
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only	(hard copy or website)	
Policies and procedures for the conduct of council business: Procedural standing orders Code of Conduct	Hard Copy	5p/sheet
Policies and procedures for the provision of services and about the employment of staff: Equality and diversity policy Health and safety policy (under development) Recruitment policies (under development) Complaints procedures (including those covering requests for information and operating the publication scheme)	Hard Copy	5p/sheet

Policies and procedures for handling requests for information	Hard Copy	5p/sheet
Data protection policy (under development)	Hard Copy	5p/sheet
Schedule of charges (for the publication of information)	Hard Copy	5p/sheet
Class 6 – Lists and Registers 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)		
Assets Register	Hard Copy	5p/sheet
Register of members' interests	Hard Copy	5p/sheet
Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only	(hard copy or website; some information may only be available by inspection) For information contact the Clerk to the Council.	
Parish Hall		
Playing fields and recreational facilities		
Seating, litter bins,& memorials		
Street Cleaning		

**All requests for hard copy information will be dealt with as soon as possible subject to resource implications.
Contact details:**

**Clerk to the Council
Mr P.Hindle
Parish Hall
Park Lane
Thrybergh
ROTHERHAM S65 4BP TELE: 07833392976**

SCHEDULE OF CHARGES

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

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 5p per sheet (black & white)	Actual Cost*
Disbursement cost	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fees		In accordance with the relevant legislation

* the actual cost incurred by the public authority