



Thurlaston Parish Council

Publication Scheme

Adopted September 2019

Version	Author	Date	Review date
v1-1	Keith Boardman	Sep 2019	Sep 2021

1. Overview

This publication scheme is based on the model published by the Information Commissioner's Office . Wherever possible Thurlaston Parish Council (TPC) publishes information on its website at <http://www.thurlaston-pc.gov.uk> . Information may be downloaded free of charge.

Agendas for public meetings are also posted as paper copies on the Village Noticeboard.

In exceptional circumstances certain information may only be available by viewing in person. Where this manner is specified, contact details will be provided. An appointment to view the information will be arranged within a reasonable timescale.

Requests for information in paper form may be arranged by contacting the Parish Clerk using email (parish.clerk@thurlaston-pc.gov.uk) or telephone 07785 936740. The Parish Council reserves the right to make a charge to cover overheads such as printing, packing and postage¹.

Information held by TPC that is not published under this scheme can be requested in writing, when its provision will be considered in accordance with the provisions of the Freedom of Information Act.

2. The Publication Scheme

This publication scheme commits Thurlaston 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 listed below, where this information is held by the Parish Council.

The scheme is a guide to the information that TPC routinely publishes. It is not a list of actual publications but rather a description of the classes or types of information published.

The scheme commits the Parish Council to:

- 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.
- Specify the information which is held by the authority and falls within the classifications below.
- Publish or otherwise make available as a matter of routine, information in line with the statements contained within this scheme.
- 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.
- Review and update on a regular basis the information the authority makes available under this scheme.
- Produce a schedule of any fees charged for access to information which is made available.
- Make this publication scheme available to the public.

¹ The 2019 charges were set at 10p per b/w A4 sheet, and £1 per colour A4 sheet, with a minimum charge of £2.

3. Classes of information

(a) Who we are and what we do:

Organisational information, locations and contacts, constitutional and legal governance.

(b) What we spend and how we spend it:

- Financial information relating to projected and actual income and expenditure.
- Annual Return and Auditor's Report.
- Financial plans and Precept.
- Financial Standing Orders.
- Contracts awarded and their value.
- Council expenses – salaries, allowances, office items.
- Income & Expenditure Accounts.

(c) What our priorities are and how we are doing:

- Parish planning – both within the Parish and relevant Rugby Borough Council strategic planning.
- Annual report to the Annual Parish Meeting.
- Strategy and performance information, plans, assessments, inspections and reviews.

(d) How we make decisions:

- As described in accordance within TPC Policies and Procedures.
- Parish Council meetings – annual timetable, agenda, minutes.
- Reports presented to Council, with the exception of those deemed to be confidential.
- Responses to Planning Applications.
- Complaints Procedure.

(e) Our policies and procedures:

- Standing Orders.
- Transparency Code.
- Data Protection & Security.
- Information & Communications Technology.
- Financial Regulations.
- Complaints Procedure.
- Code of Conduct.
- Neighbourhood Safety.
- Risk Management.
- Publication Scheme.

- Emergency Plan

(f) Lists and registers:

- Assets Register.
- Register of Council Members' Interests.

(g) The services we offer:

- Consultation on neighbourhood planning and developments
- Consultation with regard to county-wide strategic planning
- Conservation
- Street lighting
- Drains and walls
- Village Hall liaison
- Grass cutting
- Tree Management
- Highways and roads consultation
- Maintenance of public footpaths

4. Exceptions

- Certain classes of information will not generally be made available such as information the disclosure of which is prevented by law, or exempt under the Freedom of Information Act, or is otherwise properly considered to be protected from disclosure.
- Information in draft form.
- Information that is no longer readily available as it is contained in files that have been placed in archive storage, or is difficult to access for similar reasons.