

Freedom of Information

Thorne Moorends Town Council has adopted the model publication scheme for local councils issued by the Information Commissioner under the Freedom of Information Act (2000). The purpose of this document is to describe the classes of document available, how it can be obtained and the cost of providing documents.

POA – Price on application.

Information to be published	How it can be obtained	Cost
Class 1 - Who we are and what we do		
Who's who on the Council	Website	N/A
Contact details for Parish Clerk and Council	Website	N/A
Location of main Council office and accessibility details	Website	N/A
Staffing structure	Website	N/A
Class 2 – What we spend and how we spend it		
Annual return form and report by auditor	Application	POA
Finalised budget	Application	POA
Precept	Application	POA
Borrowing Approval letter	Application	POA
Financial Standing Orders and Regulations	Website	N/A
Grants given and received	Application	POA
List of current contracts awarded and value of contract	Application	POA
Members' allowances and expenses	Application	POA
Class 3 – What our priorities are and how we are doing		
Parish Plan (current and previous year as a minimum)	Application	POA
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Application	POA
Quality status	Application	POA
Local charters drawn up in accordance with DCLG guidelines	Application	POA
Class 4 – How we make decisions		
Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	Website	FOC
Agendas of meetings (as above)	Website	FOC
Minutes of meetings (as above) – n.b. excluding information that is properly regarded as private to the meeting.	Website	FOC
Reports presented to council meetings – n.b. excluding information that is properly regarded as private to the meeting.	Application	
Responses to consultation papers	Application	POA
Responses to planning applications	Application	POA
Bye-laws	Application	POA
Class 5 – Our policies and procedures		
Procedural standing orders	Website	N/A
Committee and sub-committee terms of reference		
Delegated authority in respect of officers	Website	N/A
Code of Conduct	Website	N/A
Policy statements	Website	N/A
Policies and procedures for the provision of services and about the employment of staff:	Application	
Internal instructions to staff and policies relating to the delivery of services		
Complaints procedures (including those covering requests for information and operating the publication scheme)	Application	POA
Equality and diversity policy	Application	POA

Health and Safety policy	Application	POA
Recruitment policies (including current vacancies)	Application	POA
Policies and procedures for handling requests for information	Application	POA
Complaints procedures (inc those covering requests for information and operating the publication scheme)	Application	POA
Data protection policies	Application	POA
Schedule of charges	Application	POA

Class 6 – Lists and Registers

Currently maintained lists and registers only

Any publicly available register or list	Application	POA
Assets register	Application	POA
Disclosure log	Application	POA
Register of members' interests	Website	N/A
Register of gifts and hospitality	Application	POA

Class 7 – The services we offer

Allotments	Website	N/A
Burial grounds and closed churchyards	Website	N/A
Community centres and village halls	Website	FOC
Parks, playing fields and recreational facilities	Website	N/A
Seating, litter bins, clocks, memorials and lighting	Application	POA
Bus shelters	Application	POA
Markets	N/A	N/A
Public conveniences	Application	POA
Agency agreements	N/A	N/A
Services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Application	POA

Additional Information

This will provide Councils with the opportunity to publish information that is not itemised in the lists above

N/A

N/A

Contact details:

Requests for information that is not available on our website should be made in writing to:

The Clerk to the Council
Thorne-Moorends Town Council
Assembly Rooms
Fieldside
Thorne
DN8 4AE

or by email : clerk@thorne-moorends.gov.uk

Schedule of Charges

The charges for hardcopies are shown below:

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ £0.06 per sheet (black & white)	Actual cost *
	Photocopying @ £0.09 per sheet (colour)	Actual cost *
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee	To be confirmed on application and subject to nature of request.	In accordance with the relevant legislation.
Other	To be confirmed on application and subject to nature of request.	In accordance with any relevant legislation.

* the actual cost incurred by the public authority

Note: There is no charge for information obtained from the website.