

# THURSTON PARISH COUNCIL

## Information available from Thurston Parish Council under the model publication scheme

Information to be published	How the information can be obtained	Cost
<p><b>Class 1 - who we are and what we do</b></p> <p>Current information only</p> <ul style="list-style-type: none"> <li>• Who's who on the Council and its Committees</li> <li>• Contact details for Parish Clerk and Deputy Clerk</li> <li>• Contact details (in accordance with GDPR) for Council members</li> <li>• Details of accessibility to Parish Council</li> </ul>	<p>Available free on website address:  <a href="https://thurstonparishcouncil.uk/">https://thurstonparishcouncil.uk/</a></p> <p>Available free on  noticeboards or hard copy  from Clerk</p>	<p>see  below</p> <p>**</p>
<p>Location of Parish Council Office and accessibility details</p>	<p style="text-align: center;">Parish Council Office  New Green Centre  New Green Avenue  Thurston IP31 3TG</p> <p style="text-align: center;">Opening hours: Wednesday &amp;  Fridays 9.30am – 3.30pm</p> <p style="text-align: center;">Outside of these hours contact via:  email: <a href="mailto:clerk@thurstonparishcouncil.gov.uk">clerk@thurstonparishcouncil.gov.uk</a>  mobile: 07579 211938  email:  <a href="mailto:admin@thurstonparishcouncil.gov.uk">admin@thurstonparishcouncil.gov.uk</a>  mobile: 07541 100402</p>	
<p>Staffing structure</p>	<p style="text-align: center;">Clerk to the Council</p> <p style="text-align: center;">Deputy Clerk</p> <p style="text-align: center;">Newsletter Editor</p> <p style="text-align: center;">Litter Picker</p> <p style="text-align: center;">Village Handyman</p>	

# THURSTON PARISH COUNCIL

<p><b>Class 2 – What we spend and how we spend it</b></p> <ul style="list-style-type: none"><li>• Current and previous financial year’s accounts</li><li>• Annual Governance and Accountability Return Form</li><li>• Internal and External Auditor’s Report</li><li>• Finalised Budget</li><li>• Precept Details</li><li>• Financial Regulations</li><li>• CIL Reporting:<ul style="list-style-type: none"><li>• CIL Income received</li><li>• CIL Expenditure incurred</li></ul></li><li>• Grants received</li><li>• Grants given including:<ul style="list-style-type: none"><li>• Support to Village Organisations for Grounds Maintenance</li><li>• Support to Thurston Community Library</li><li>• Grants under the General Power of Competence</li><li>• Grants to local Citizens’ Advice Bureaus</li><li>• Grants to the Thurston Recreation Ground Charity</li><li>• Grant to the Tiny Toes Toddler Group</li><li>• Grants to local groups and clubs in Thurston</li><li>• Grants relating to CIL expenditure</li></ul></li><li>• Members’ allowances and expenses</li><li>• List of contracts awarded and value of contract</li></ul>	<p>Available free on website address: <a href="https://thurstonparishcouncil.uk/">https://thurstonparishcouncil.uk/</a></p> <p>or hard copy from Clerk*</p>	<p>see below</p> <p>**</p>
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<p><b>Class 3 – What our priorities are and how we are doing</b></p> <ul style="list-style-type: none"> <li>• Business Plan (current and previous year)</li> <li>• Local Council Award Scheme</li> <li>• Community Engagement Strategy</li> <li>• Surveys</li> <li>• Neighbourhood Development Plan (NDP)</li> <li>• Annual Report to Parish Meeting</li> </ul>	<p>On website or hard copy from Clerk*</p>	<p>see below **</p>
<p><b>Class 4 – How we make decisions</b></p> <ul style="list-style-type: none"> <li>• Timetable of Parish Council Meetings for current year which will include details of: <ul style="list-style-type: none"> <li>➤ Full Council Meetings</li> <li>➤ Policy &amp; Resources Committee Meetings</li> <li>➤ Leisure and Environment Committee Meetings</li> <li>➤ Planning Committee Meetings</li> <li>➤ Emergency Planning Committee Meetings</li> </ul> </li> <li>• Agendas of all meetings – <i>council and committee</i></li> <li>• Minutes of all meetings – <i>council and committee</i> (this will exclude information that is properly regarded as private to the meeting)</li> <li>• Reports presented to meetings – <i>council and committee</i> (this will exclude information that is regarded as private to the meetings)</li> </ul>	<p>Available free on website or from Clerk*</p>	<p>see below **</p>
<ul style="list-style-type: none"> <li>• Responses to consultation papers</li> </ul>	<p>On request to the Parish Clerk*</p>	<p>see below *</p>
<ul style="list-style-type: none"> <li>• Responses to planning applications</li> </ul>	<p>Included within the minutes or on the Local Planning Authority's website</p>	<p>see below *</p>
<p><b>Class 5 – Our policies and procedures</b></p> <ul style="list-style-type: none"> <li>• Procedural Standing Orders</li> <li>• Financial Regulations</li> <li>• Committee terms of reference</li> <li>• Delegated authority in respect of officers</li> <li>• Code of Conduct</li> <li>• Community Engagement Strategy</li> </ul>	<p>Available free on website address: <a href="https://thurstonparishcouncil.uk/">https://thurstonparishcouncil.uk/</a></p>	<p>see below *</p>

<ul style="list-style-type: none"> <li>• Policies relating to the Employment of Staff</li> </ul>	“	see below **
<ul style="list-style-type: none"> <li>• Policies for Handling Requests for Information</li> </ul>	“	see below **
<ul style="list-style-type: none"> <li>• Policies for Handling Accidents &amp; Health &amp; Safety</li> </ul>	“	see below **
<ul style="list-style-type: none"> <li>• Complaints Procedure &amp; Policy</li> </ul>	“	see below **
<ul style="list-style-type: none"> <li>• Training and Expenses Policies</li> </ul>	“	see below **
<ul style="list-style-type: none"> <li>• Media &amp; Reporting Protocol Policies</li> </ul>	“	see below **
<ul style="list-style-type: none"> <li>• Records Management Policies</li> </ul>	“	see below **
<ul style="list-style-type: none"> <li>• Pre-Application Policy</li> </ul>	“	see below **
<ul style="list-style-type: none"> <li>• Protocol for Public Participation in Meetings</li> </ul>	“	see below **
<ul style="list-style-type: none"> <li>• Data Protection Policies</li> </ul>	“	see below **
<ul style="list-style-type: none"> <li>• Policies for dealing with the handling of Personal Data</li> </ul>	“	see below **
<ul style="list-style-type: none"> <li>• Privacy Notices</li> </ul>	“	see below **
<ul style="list-style-type: none"> <li>• Schedule of charges for the publication of information</li> </ul>	Attached to this register	see below **
<b>Class 6 – Lists and Registers</b> <ul style="list-style-type: none"> <li>• Assets Register</li> <li>• Register of Members’ Interests</li> <li>• Register of Gifts and Hospitality</li> </ul>	On website or on request to the Parish Clerk* Link available via website On request to the Parish Clerk	see below ** see below **
<ul style="list-style-type: none"> <li>• Disclosure Log (indicating the information that has been provided in response to requests)</li> </ul>	On request to the Parish Clerk	see below **

<ul style="list-style-type: none"> <li>Leases and sub-leases held</li> </ul>	On request to the Parish Clerk	see below **
<ul style="list-style-type: none"> <li>Planning Registers</li> </ul>	On website or on request to the Parish Clerk*	see below **
<p><b>Class 7 – The services we offer</b></p> <ul style="list-style-type: none"> <li>Provision and maintenance of Recreation Grounds / Play Areas</li> <li>Provision of and maintenance of Bus Shelters</li> <li>Emptying of Litter Bins &amp; Dog Bins</li> <li>Provision of Grit Bins, Dog Bag Dispensers &amp; Dog Bags</li> <li>Litter Clearance</li> <li>Cleansing of non-directional street signs</li> <li>Funding of the provision and maintenance of Street Lighting</li> <li>Provision and maintenance of seating in open spaces</li> <li>Hedge Cutting &amp; Verge Clearance on parish-maintained land</li> <li>Maintenance and cleaning of War Memorial</li> <li>Funding of Police Community Support Officer</li> <li>Provision of Traffic Calming Measures</li> <li>Maintenance of Trees and Hedgerows within the ownership of the Parish Council</li> <li>Provision and maintenance of Public Open Space</li> <li>Provision, maintenance and supervision of CCTV on land or premises maintained by the Parish Council on the Recreation Ground, Church Road as well as on the Cavendish Hall (by agreement with the Cavendish Hall Management Trust)</li> <li>Provision and maintenance of assets contained within the Council's Fixed Asset Register</li> </ul>	Details and information on request to the Parish Clerk	see below **

**Contact details:**

**Mrs V Waples, Clerk & RFO  
Thurston Parish Council  
New Green Centre  
Thurston IP31 3TG  
Tel: 01359 232854  
Mobile: 07579 211938**

**e-mail: [info@thurstonparishcouncil.gov.uk](mailto:info@thurstonparishcouncil.gov.uk)**

**SCHEDULE OF CHARGES – where applicable**

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

<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b>BASIS OF CHARGE – cost of stationary &amp; admin time</b>
<b>Disbursement cost</b>	Photocopying @ £1 first sheet then 10p per sheet (black & white) or 15p per sheet (colour)	Actual cost
	For copy of the Thurston NDP - £10.00	Actual reprinting cost
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Statutory Fee</b>		In accordance with the relevant legislation

\* hard copy will incur a fee – see table above

\*\* the actual cost incurred by the public authority

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