

Information available from Thornbury Town Council under the Publication Scheme

Information to be published	How the information can be obtained	Cost
Class1 - Who we are and what we do (Organisational information, structures, locations and contacts)	(hard copy and/or website)	10p per page
Who's who on the Council and its Committees	Website/Noticeboards/hard copy	
Contact details for Town Clerk* and Council members (named contacts where possible with telephone number and email address (if used))	Website/Noticeboards/hard copy	
*Town Clerk's details not published, but available on request		
Location of main Council office and accessibility details	Website/ hard copy	
Staffing structure	Website/Hard copy	
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)	(hard copy and/or website)	10p per page
Current and previous financial year as a minimum	Website/ hard copy	
Annual return form and report by auditor	Website/ hard copy	
Finalised budget	Website/ hard copy	
Precept	Website/ hard copy	
Borrowing Approval letter	Hard copy	
Financial Standing Orders and Regulations	Website/ hard copy	
Grants given and received	Website/ hard copy	
List of current expenditure	Minutes of Council and Finance and Policy meetings- Website/ hard copy. All expenditure over £500 listed on the website quarterly.	
List of current contracts awarded and value of contract	Website/hard copy	
Members' allowances and expenses	Website (in budget and Finance Committee papers)/hard copy	
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)	(hard copy or website)	10p per page

Council business plan	Website/ hard copy	
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Website/ hard copy	
Finalised budget	Website/ hard copy	
Audit reports	Website/ hard copy	
Class 4 – How we make decisions (Decision making processes and records of decisions)	(hard copy or website)	10p per page
Current and previous council year as a minimum		
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Website/Noticeboards/hard copy	
Agendas of meetings (as above)	Website/Noticeboards/hard copy	
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as confidential to the meeting.	Website/Noticeboards/hard copy	
Reports presented to council meetings - nb this will exclude information that is properly regarded as confidential to the meeting.	Website/hard copy	
Responses to consultation papers	Hard copy/ by email – minutes and published delegated out-of-meeting decisions on website	
Responses to planning applications	Website (Planning Committee minutes and Transparency Page)/hard copy	
Bye-laws	Hard copy	
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)	(hard copy or website)	10p per page
Current information only		
Policies and procedures for the conduct of council business:		
Procedural standing orders	Website/ hard copy	
Committee and sub-committee terms of reference	Website/ hard copy	
Code of Conduct	Website/ hard copy	

<p>Policies and procedures for the provision of services and about the employment of staff:</p> <p>Internal policies relating to the delivery of services</p> <p>Equality and diversity policy</p> <p>Health and safety policy</p> <p>Current vacancies</p> <p>Policies and procedures for handling requests for information</p> <p>Complaints procedures (including those covering requests for information and operating the publication scheme)</p>	All available Website/ hard copy	
Information security policy	Website/ hard copy	
Records management policies (records retention, destruction and archive)	Website/ hard copy	
Data protection policies	Website/ hard copy	
<p>Class 6 – Lists and Registers</p> <p>Currently maintained lists and registers only</p>	(hard copy or website; some information may only be available by inspection)	10p per page
Asset Register	Hard copy or electronic on request via email	
Register of members' interests	https://council.southglos.gov.uk/ecCatDisplay.aspx?sch=doc&cat=15002 Link to South Glos Website/ Hard copy available	
<p>Class 7 – The services we offer</p> <p>(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)</p> <p>Current information only</p>	(hard copy or website; some information may only be available by inspection)	10p per page
Play areas	Website	
Open Spaces	Website	
Thornbury Cemetery	Website	
Skate park	Website	
Hire of pitches/ facilities	Website	
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Website/hard copy	

Contact details: Thornbury Town Council: 01454 412 103
info@thornburytowncouncil.gov.uk

Some of the information above is provided routinely by hard copy from the Town Hall, such as contact details for Councillors. Whilst Thornbury Town Council reserves the right to charge fees for paper copies, as stated in this document, they may be waived with Officer discretion.

Reviewed: 30 July 2024