

Thornhackett Parish Council

Publication scheme

This policy explains what and how documents held by Thornhackett Parish Council will be made available to members of the public.

Information to be published:	How the information can be obtained:
Class 1: Who we are and what we do:	
Who's who on the Council and its Committees	Notice boards and website
Contact details of Parish Clerk and Chairman	Notice boards and website
Class 2: What we spend and how we spend it:	
Annual return form and report by auditor	Inspection potential detailed on notice boards. Hard copy available from clerk.
Annual Audited Accounts	Website / hard copy from clerk
Finalised budget	Website / hard copy available from clerk
Precept	Website / hard copy from clerk
Financial standing orders and regulations	Available as PDF on application to the clerk
Items of expenditure over £100	Itemised on website
Class 3: What our priorities are and how we are doing:	
Parish Plan	Outcomes distributed to households.
	Annual report at Parish Meeting and on website.
Class 4: How we make decisions:	
Timetable of meetings	Website and notice boards
Meeting Agenda	Notice boards, website and on application to the Clerk to the Council
Minutes of meetings	Notice boards, website and on application to the Clerk to the Council
Signed minutes of historical meetings	On application to the Clerk to the Council
Responses to Planning	Notice board, website, on application to the Clerk to the Council and Dorset Council Planning Portal
Class 5: Our procedures:	

Procedural standing orders	On website and on application to the Clerk to the Council.
Code of Conduct	On website and on application to the Clerk to the Council.
Procedures for handling requests for information:	Search online for the Freedom of Information Act
Class 6: Lists and Registers:	
Governance Statement	On website and on application to the Clerk to the Council.
Assets Register	Part of annual return and on application to the Clerk to the Council.
Recreation Ground Regulations	Website
Class 7: Our Policies:	
Booking Recreation Ground Policy	On website and on application to the Clerk to the Council.
Child Safeguarding Policy	On website and on application to the Clerk to the Council.
Data Breach Policy	On website and on application to the Clerk to the Council.
Data Protection Policy	On website and on application to the Clerk to the Council.
Equal Opportunities Policy	On website and on application to the Clerk to the Council.
Grant Awarding Policy	On website and on application to the Clerk to the Council.
Lobbying Policy	On website and on application to the Clerk to the Council.
Petitions Policy	On website and on application to the Clerk to the Council.
Publication Scheme	On website and on application to the Clerk to the Council.
Records Retention Policy	On website and on application to the Clerk to the Council.
Risk Management Policy	On website and on application to the Clerk to the Council.
Social Media Policy	On website and on application to the Clerk to the Council.

Printed copies of documents are available on application from the Clerk to the Council and are charged at a rate of 20p per sheet

email: clerk@thornhackettpc.org.uk

Change History

April 2025: Add Grant Awarding Policy, Petitions Policy, Risk Management Policy in Table at Class 7, 'Our Policies'

April 2025: Increase cost of printed copies to 20p per page

Review date: Within 3 years of adoption by Council

Revised: February 2022; Adopted by Council: March 2022

Amended: April 2025; Re-adopted by Council: May 2025