

**Therfield Parish Council**  
**Information available under the Publication Scheme**



Information to be published	How the information can be obtained	Cost
<b>Class 1 - Who we are and what we do</b>		
Who's who on the Council and its Committees	Email copy from the Clerk or can be found on the TPC website.	N/A
Contact details for the Clerk and Council members (named contacts and email address)	Email copy from the Clerk or can be found on the TPC website.	N/A
Location of Council meetings and accessibility details	Email copy from the Clerk or can be found on the TP website.	N/A
Staffing structure	Email copy from the Clerk or can be found on the TPC website.	N/A

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<b>Class 2 – What we spend and how we spend it</b>	<b>How the information can be obtained</b>	<b>Cost</b>
Financial Accounts for 2020-21 Financial Accounts for 2021-22 Financial Accounts for 2022-23 Financial Accounts for 2023-24 Financial Accounts for 2024-25	TPC website	N/A
Precept	The Precept is detailed in the Council Minutes which can be found on the TPC website	N/A
Standing Orders and Financial Regulations	Email copy from the Clerk or can be found on the TPC website.	N/A
Grants given and received	Grants are detailed in the Council Minutes which can be found on the TPC website	N/A
Application for transparency fund	Email copy from the Clerk or can be found on the TPC website.	N/A

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<b>Class 3 – What our priorities are and how we are doing</b>	<b>How the information can be obtained</b>	<b>Cost</b>
Please refer to the following section on the TPC website: <ul style="list-style-type: none"> <li>• Our Services</li> <li>• Council-Wide Plans</li> <li>• Reports (reports produced by various councillors regarding areas of interest)</li> </ul>	TPC website.	N/A
Quality status	n/a	N/A

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<b>Class 4 – How we make decisions</b>	<b>How the information can be obtained</b>	<b>Cost</b>
Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	TPC website	N/A
Agendas of meetings (as above)	Email copy from the Clerk or can be found on the TPC website.	N/A
Minutes of meetings (as above) – n.b. this will exclude information that is properly regarded as private to the meeting.	Email copy from the Clerk or can be found on the TPC website.	N/A
Reports presented to council meetings – n.b. this will exclude information that is properly regarded as private to the meeting.	Email copy from the Clerk or can be found on the TPC website within the Minutes	N/A
Responses to consultation papers	Email copy from the Clerk or can be found on the TPC website within the Minutes	N/A
Responses to planning applications	Email copy from the Clerk or can be found on the TPC website within the Minutes	N/A

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Class 5 – Our policies and procedures	How the information can be obtained	Cost
<p>Current information only</p> <p>Policies and procedures for the conduct of council business:</p> <ol style="list-style-type: none"> <li>1. Standing Orders</li> <li>2. Financial Regulations</li> <li>3. Code of Conduct</li> <li>4. Vexatious Demands Policy</li> <li>5. Public Complaints Process</li> <li>6. Therfield PC IT Policy</li> <li>7. Therfield PC Risk Assessment</li> <li>8. Therfield PC IT Policy</li> </ol>	<p>Email copy from the Clerk or can be found on the TPC website.</p>	<p>N/A</p>
<p>Policies and procedures for the provision of services and about the employment of staff:</p> <ol style="list-style-type: none"> <li>1. Scheme of Delegation</li> </ol>	<p>Email copy from the Clerk or can be found on the TPC website.</p>	<p>N/A</p>
<p>Policies and procedures for handling requests for information</p> <ol style="list-style-type: none"> <li>1. GDRR Subject Access Request Procedure</li> <li>2. Freedom of Information Policy</li> </ol>	<p>Currently in draft form awaiting approval</p>	

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<p>Data and Data protection policies</p> <ol style="list-style-type: none"> <li>1. Accessibility Statement</li> <li>2. Privacy Policy</li> <li>3. Document Retention</li> </ol>	<p>Email copy from the Clerk or can be found on the TPC website.</p>	<p>N/A</p>
<p>Other Policies</p> <ol style="list-style-type: none"> <li>1. Biodiversity Policy</li> </ol>	<p>Email copy from the Clerk or can be found on the TPC website.</p>	<p>N/A</p>
<p>Schedule of charges (for the publication of information)</p>	<p>Upon request to the Clerk</p>	<p>N/A</p>

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Class 6 – Lists and Registers	How the information can be obtained	Cost
Currently maintained lists and registers only		
Asset register	Email copy from the Clerk or can be found on the TPC website	N/A
Complaints log (also indicating the information that has been provided in response to requests)	Email copy from the Clerk	N/A
Register of members' interests	Can be found on the NHDC website.	N/A

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<b>Class 7 – The services we offer</b>	<b>How the information can be obtained</b>	<b>Cost</b>
Current information only		
Please refer to the following section on the TPC website: <ul style="list-style-type: none"><li>• Our Services</li><li>• Council-Wide Plans</li><li>• Reports (reports produced by various councillors regarding areas of interest)</li></ul>	TPC website	N/A

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<b>Additional Information</b> This will provide Councils with the opportunity to publish information that is not itemised in the lists above	<b>How the information can be obtained</b>	<b>Cost</b>
<ul style="list-style-type: none"><li>• Playground Safety Checks: Reports produced by the council on the safety of the playground</li><li>• Risk Assessments: Outline risk assessments carried out by the local council</li><li>• Civility and Respect Pledge</li><li>• Declaration of Climate Emergency</li></ul>	TPC Website	N/A

# **Therfield Parish Council**

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### **Contact details:**

The Clerk  
Therfield Parish Council

[clerk@therfieldparishcouncil.gov.uk](mailto:clerk@therfieldparishcouncil.gov.uk)

Website address: <https://therfieldparishcouncil.gov.uk/>

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### SCHEDULE OF CHARGES

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

<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b>BASIS OF CHARGE</b>
<b>Disbursement cost</b>	Photocopying @ p per sheet (black & white)	10p per sheet
	Photocopying @ p per sheet (colour)	10p per sheet
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Statutory Fee</b>		In accordance with the relevant legislation
<b>Other</b>		

\* the actual cost incurred by the public authority

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Date Adopted: 11<sup>th</sup> November 2025

Minute Reference: 10.11.25

Review Date and Minute:	
Review Date and Minute:	
Review Date and Minute:	