

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

Information to be published	How the information can be obtained	Cost
<b>Class 1 - Who we are and what we do</b> Thorndon Parish Council comprises of 9 councillors and meets on the 1 <sup>st</sup> Thursday of each month (excluding August) at 7.30pm, at the Village Hall, Thorndon	On the Parish Council page of Thorndon website: <a href="https://thorndon-pc.gov.uk/parish-council/">https://thorndon-pc.gov.uk/parish-council/</a> Hard copy available from the Clerk	20p per page
A list of current councillors and details of committees and working parties is maintained by the Clerk and is displayed on the Parish Council's noticeboard and on the Parish Council's website.	On the Parish Council page of Thorndon website: <a href="https://thorndon-pc.gov.uk/parish-council/">https://thorndon-pc.gov.uk/parish-council/</a> Hard copy available from the Clerk	20p per page
Contact details for Parish Clerk and Council members.	On the Parish Council page of Thorndon website: <a href="https://thorndon-pc.gov.uk/parish-council/">https://thorndon-pc.gov.uk/parish-council/</a> Hard copy available from the Clerk	20p per page
There is no Parish Council office but the Clerk may be contacted during normal working hours: usually Monday to Friday 0900 to 1700	Odile Wladon Clerk to the Parish Council Mill Hill House Church Lane Wickham Skeith Suffolk IP23 8NA 01449 766766 clerk@thorndon-pc.gov.uk	
Information to be published	How the information can be obtained	Cost
<b>Class 2 – What we spend and how we spend it</b>		
Annual return form and report by auditor	Most current and previous year details are on the Parish Council website: <a href="https://thorndon-pc.gov.uk/parish-council/finance/">https://thorndon-pc.gov.uk/parish-council/finance/</a> Prior years can be found at: <a href="https://thorndon-pc.gov.uk/parish-council/finance/">https://thorndon-pc.gov.uk/parish-council/finance/</a> Hard copy of all information is available from the Clerk	20p per page

Finalised budget plus monthly & quarterly finance reports	On the Parish Council: <a href="https://thorndon-pc.gov.uk/parish-council/finance/">https://thorndon-pc.gov.uk/parish-council/finance/</a> Hard copy available from the Clerk	20p per page
Precept	On the Parish Council website as part of the minutes of January meeting for relevant year, these can be found at: <a href="https://thorndon-pc.gov.uk/parish-council/minutes-and-reports/">https://thorndon-pc.gov.uk/parish-council/minutes-and-reports/</a> Hard copy available from the Clerk	20p per page
Borrowing Approval letter	n/a	
Financial Standing Orders and Regulations	On the Parish Council website: <a href="https://thorndon-pc.gov.uk/parish-council/policies/">https://thorndon-pc.gov.uk/parish-council/policies/</a> Hard copy available from the Clerk	20p per page
Grants given and received	On the Parish Council website: <a href="https://thorndon-pc.gov.uk/parish-council/minutes-and-reports/">https://thorndon-pc.gov.uk/parish-council/minutes-and-reports/</a> Hard copy available from the Clerk	20p per page
List of current contracts awarded and value of contract	Hard copy available from the Clerk	20p per page
Members' allowances and expenses	n/a	

Information to be published	How the information can be obtained	Cost
<b>Class 3 – What our priorities are and how we are doing</b>		
Parish Plans: Neighbourhood Plan Parish Council Action Plan Parish Infrastructure and Investment Plan (PIIP)	On the Parish Council website: Neighbourhood Plan: <a href="https://thorndon-pc.gov.uk/vision/">https://thorndon-pc.gov.uk/vision/</a> Action Plan: <a href="https://thorndon-pc.gov.uk/parish-council/minutes-and-reports/">https://thorndon-pc.gov.uk/parish-council/minutes-and-reports/</a> PIIP: <a href="https://thorndon-pc.gov.uk/parish-council/minutes-and-reports/">https://thorndon-pc.gov.uk/parish-council/minutes-and-reports/</a> Hard copy available from the Clerk	£15 per copy  20p per page  20p per page
Annual Report to Parish Meeting (current and previous year as a minimum)	On the Parish Council website: <a href="https://thorndon-pc.gov.uk/parish-council/minutes-and-reports/">https://thorndon-pc.gov.uk/parish-council/minutes-and-reports/</a> Hard copy available from the Clerk	20p per page
<b>Class 4 – How we make decisions</b>		
Timetable of meetings: 1 <sup>st</sup> Thursday of the month (except August), next meeting recorded in current agenda	On the Parish Council website: <a href="https://thorndon-pc.gov.uk/parish-council/">https://thorndon-pc.gov.uk/parish-council/</a> Displayed on Parish Council Notice Board. Hard copy available from the Clerk	20p per page
Agenda of current meeting	On the Parish Council website: <a href="https://thorndon-pc.gov.uk/parish-council/">https://thorndon-pc.gov.uk/parish-council/</a> Displayed on Parish Council Notice Board. Hard copy available from the Clerk	20p per page
Minutes of meetings (as above) – n.b. this will exclude information that is properly regarded as private to the meeting.	On the Parish Council website: <a href="https://thorndon-pc.gov.uk/parish-council/minutes-and-reports/">https://thorndon-pc.gov.uk/parish-council/minutes-and-reports/</a> Hard copy available from the Clerk	20p per page
Reports presented to council meetings – n.b. this will exclude information that is properly regarded as private to the meeting.	On the Parish Council website: <a href="https://thorndon-pc.gov.uk/parish-council/minutes-and-reports/">https://thorndon-pc.gov.uk/parish-council/minutes-and-reports/</a> Hard copy available from the Clerk	20p per page

Information to be published	How the information can be obtained	Cost
Responses to consultation papers	Hard copy available from the Clerk	20p per page
Responses to planning applications	On the Parish Council website: <a href="https://thorndon-pc.gov.uk/parish-council/minutes-and-reports/">https://thorndon-pc.gov.uk/parish-council/minutes-and-reports/</a> Hard copy available from the Clerk Responses are also available on the Mid Suffolk District Council planning portal: <a href="https://www.midsuffolk.gov.uk/w/application-search-and-comment">https://www.midsuffolk.gov.uk/w/application-search-and-comment</a>	20p per page

<b>Class 5 – Our policies and procedures</b>		
Policies and procedures for the conduct of council business.	On the Parish Council website: <a href="https://thorndon-pc.gov.uk/parish-council/policies/">https://thorndon-pc.gov.uk/parish-council/policies/</a> Hard copy available from the Clerk	20p per page
Policies and procedures for the provision of services and about the employment of staff.	On the Parish Council website: <a href="https://thorndon-pc.gov.uk/parish-council/policies/">https://thorndon-pc.gov.uk/parish-council/policies/</a> Hard copy available from the Clerk	20p per page
Councillor Code of Conduct and induction	On the Parish Council website: <a href="https://thorndon-pc.gov.uk/parish-council/policies/">https://thorndon-pc.gov.uk/parish-council/policies/</a> Hard copy available from the Clerk	20p per page
Schedule of charges (for the publication of information)	See below	

Information to be published	How the information can be obtained	Cost
<b>Class 6 – Lists and Registers</b>		
Assets register	On the Parish Council website: <a href="https://thorndon-pc.gov.uk/parish-council/finance/">https://thorndon-pc.gov.uk/parish-council/finance/</a> Hard copy available from the Clerk	20p per page
Disclosure log	On the Parish Council website: <a href="https://thorndon-pc.gov.uk/parish-council/minutes-and-reports/">https://thorndon-pc.gov.uk/parish-council/minutes-and-reports/</a> Hard copy available from the Clerk	20p per page
Register of members' interests	Via Mid Suffolk District Council: <a href="https://baberghmidsuffolk.moderngov.co.uk/mgParishCouncilDetails.aspx?ID=495&amp;LS=3">https://baberghmidsuffolk.moderngov.co.uk/mgParishCouncilDetails.aspx?ID=495&amp;LS=3</a> Hard copy available from the Clerk	20p per page
Register of gifts and hospitality	Hard copy available from the Clerk	20p per page
<b>Class 7 – The services we offer: Current information only</b>		
Parks, playing fields and recreational facilities	On the Parish Council website: <a href="https://thorndon-pc.gov.uk/parish-council/policies/">https://thorndon-pc.gov.uk/parish-council/policies/</a> Hard copy available from the Clerk	20p per page
Seating, litter bins and memorials	Hard copy available from the Clerk	20p per page

### Contact details:

**Parish Council website:** <https://thorndon-pc.gov.uk/parish-council/>

Miss Odile Wladon, Clerk & RFO

Thorndon Parish Council, Mill Hill House, Church Lane, Wickham Skeith, Suffolk IP23 8NA

Telephone: 01449 766766 Email: [clerk@thorndon-pc.gov.uk](mailto:clerk@thorndon-pc.gov.uk)

## 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 @ 20p per sheet (black & white) Neighbourhood Plan @ £15	Actual cost *  Actual cost *
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Statutory Fee</b>		In accordance with the relevant legislation

\* the actual cost incurred by the parish council

Reviewed:	March 2026
Adopted:	2 <sup>nd</sup> April 2026
By:	Full Council