

Information available from Sutton Courtenay Parish Council under the model publication scheme

Information to be published	How the information can be obtained	Cost
<p>Class1 - Who we are and what we do (Organisational information, structures, locations and contacts)</p> <p>This will be current information only.</p>		
Who's who on the Council and its Committees	Website, clerk	Free
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website, clerk	Free
Location of main Council office and accessibility details	N/A	
Staffing structure	N/A	
<p>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)</p> <p>Current and previous financial year as a minimum</p>		

Annual return form and report by auditor	Hard copy	£5 plus 10p per sheet plus postage
Finalised budget	Website Email	Free Free
Precept	Hard copy	£5 plus 10p per sheet plus postage
Borrowing Approval letter	Website Email	Free Free
Financial Standing Orders and Regulations	Hard copy	£5 plus 10p per sheet plus postage
	Website Email	Free Free

Grants given and received	Hard copy Website Email	£5 plus 10p per sheet plus postage Free Free
List of current contracts awarded and value of contract (if any)	Hard copy Website Email	£5 plus 10p per sheet plus postage Free Free
Members' allowances and expenses		
<p>Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)</p> <p>Current and previous year as a minimum</p>		
Parish Plan		
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Hard copy Email	10p per sheet plus postage Free

Quality status		
Local charters drawn up in accordance with DCLG guidelines		
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum		
Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	Hard copy Website Email	10p per sheet plus postage Free Free
Agendas of meetings (as above)	Hard copy Website Email	10p per sheet plus postage Free Free
Minutes of meetings (as above) – n.b. this will exclude information that is properly regarded as private to the meeting.	Hard copy Website Email	£5 plus 10p per sheet plus postage Free Free
Reports presented to council meetings – n.b. this will exclude information that is properly regarded as private to the meeting.	Hard copy	£5 plus 10p per sheet plus postage

	Email	Free
Responses to consultation papers	Hard copy	£5 plus 10p per sheet plus postage
	Website – contained within minutes	Free
	Email – contained within minutes	Free
Responses to planning applications	Hardcopy - Available within minutes to meetings or separate letter form.	£5 plus 10p per sheet plus postage
	Email of relevant minutes/website	Free
Bye-laws	Hard copy	£5 plus 10p per sheet plus postage.
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only		

<p>Policies and procedures for the conduct of council business:</p> <p>Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements</p>	<p>Hard copy or email Hard Copy or email Hard copy or email</p>	<p>Hardcopy - £5 plus 10p per sheet plus postage Email - free</p>
<p>Policies and procedures for the provision of services and about the employment of staff:</p> <p>Internal instructions to staff and policies relating to the delivery of services Equality and diversity policy Health and safety policy Recruitment policies (including current vacancies) Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme)</p>		
<p>Information security policy</p>		
<p>Records management policies (records retention, destruction and archive)</p>		
<p>Data protection policies</p>	<p>Hard copy Email</p>	<p>£5 plus 10p per sheet plus postage Free</p>

	Website	Free
Schedule of charges (for the publication of information)	Via request to the clerk	Free
Class 6 – Lists and Registers		
Currently maintained lists and registers only		
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	Hard copy	£5 plus 10p per sheet plus postage
	Email copy	Free
Assets register	Hard copy	£5 plus 10p per sheet plus postage
	Email	Free
Disclosure log (indicating the information that has been provided in response to requests; recommended as good practice, but may not be held by parish councils)		
Register of members' interests	By inspection only	
Register of gifts and hospitality	By inspection only	
Class 7 – The services we offer		
(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)		
Current information only		

Allotments – not the responsibility of the Parish Council	Contact Village Hall Committee	
Burial grounds and closed churchyards	Via the clerk	
Community centres and village halls – not the responsibility of the Parish Council	Contact the Village Hall Committee	
Parks, playing fields and recreational facilities	Via the clerk	
Seating, litter bins, clocks, memorials and lighting	Via the clerk	
Bus shelters	Via the clerk	
Markets		
Public conveniences		
Agency agreements	Hard copy	£5 plus 10p per sheet plus postage
Services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Clerk	Free

Contact details:

Helen Savery
 Clerk to Council
 10 Sovereign Place
 Wallingford
 Oxon OX10 9GF
 Tel: 01235 364211
 Email: info@suttoncourtenay-pc.gov.uk

SCHEDULE OF CHARGES

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

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 10p per A4 sheet	Actual cost
	Photocopying @ 20p per A3 sheet	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class
Other		£5 administration fee