

Information available from Sutton Courtenay Parish Council under the model 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) This will be current information only.		
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	
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) Current and previous financial year as a minimum.		
Annual return form and report by auditor	Hard copy Website Email	£5 plus 10p per sheet plus postage Free Free
Finalised budget	Hard copy Website Email	£5 plus 10p per sheet plus postage Free Free

Precept	Hard copy Website Email	£5 plus 10p per sheet plus postage Free Free
Borrowing Approval letter	N/A	
Financial Standing Orders and Regulations	Hard copy Website Email	£5 plus 10p per sheet plus postage 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	N/A	
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews) Current and previous year as a minimum.		
Parish Plan	Hard copy Email	£5 plus 10p per sheet plus postage Free
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Hard copy Email	10p per sheet plus postage Free

Council Plan – to be written 2023	Hard copy Website Email	£5 plus 10p per sheet plus postage Free Free
Quality status	N/A	
Local charters drawn up in accordance with DCLG guidelines	N/A	
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) please note historic minutes are stored at the Oxfordshire History Centre	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 Email	£5 plus 10p per sheet plus postage Free

Responses to consultation papers	Hard copy Website – contained within minutes Email – contained within minutes	£5 plus 10p per sheet plus postage Free Free
Responses to planning applications	Hardcopy - Available within minutes to meetings or separate letter form. Email of relevant minutes/website	£5 plus 10p per sheet plus postage Free
Bye-laws	Hard copy	£5 plus 10p per sheet plus postage.
<p>Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only.</p>		
<p>Policies and procedures for the conduct of council business:</p> <ul style="list-style-type: none"> Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements 	<p>Hard copy or email/website</p> <p>Hard copy or email/website</p> <p>Hard copy or email/website</p> <p>Hard copy or email/website</p>	<p>Hardcopy - £5 plus 10p per sheet plus postage</p> <p>Email/website - free</p>

Policies and procedures for the provision of services and about the employment of staff, including: 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)	Hard copy or email/website Hard copy or email/website Hard copy or email/website Hard copy or email/website	Hardcopy - £5 plus 10p per sheet plus postage Email/website - free
Information security policy		
Records management policies (records retention, destruction and archive)		
Data protection policies	Hard copy Email Website	£5 plus 10p per sheet plus postage Free 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 Email	£5 plus 10p per sheet plus postage Free
Assets register	Hard copy Email	£5 plus 10p per sheet plus postage 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)	N/A	
Register of members' interests	Via the District Council's Monitoring Officer	
Register of gifts and hospitality	Via the District Council's Monitoring Officer	

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.		
<i>Allotments – not the responsibility of the Parish Council</i>	<i>Contact Village Hall Trust</i>	
Burial grounds	Hard copy Email	10p per sheet plus postage Free
<i>Community centres and village halls – not the responsibility of the Parish Council</i>	<i>Contact the Village Hall Trust</i>	
Parks, playing fields and recreational facilities	Hard copy Email	10p per sheet plus postage Free
Seating, litter bins, clocks, memorials and lighting	Hard copy Email	10p per sheet plus postage Free
Bus shelters	Hard copy Email	10p per sheet plus postage Free
Services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Clerk	Free

Contact details:

Sutton Courtenay Parish Council

Miss J. Currie, Clerk to the Council

c/o 44 Harrington Close, Newbury, RG14 2RQ

Tel: 07495 123 353

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
	Postage	Actual cost of Royal Mail standard 2 nd class
Other		£5 administration fee