

Information available from SUTTONCOURTENAY Parish Council under the model publication scheme

Information to be published	How the information can be obtained	Cost
<p>Class 1 – Who we are and what we do (Organisational information, structures, locations and contacts)</p> <p>This will be current information only</p>	(hard copy, clerk, Noticeboard)	
Who's who on the Council and its Committees	Noticeboard, Clerk	Free
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Noticeboard, Clerk	Free
Location of main Council office and accessibility details	Noticeboard, Clerk	Free
Staffing structure		
<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>	Hard copy Budget information within minutes - email	£5 plus 10p per sheet for hard copy plus postage email free
Annual return form and report by auditor	Hard copy	£5 plus 10p per sheet for hard copy plus post

Finalised budget	Hard copy email	“ free
Precept	Hard copy within income information or email minutes	“ email free
Borrowing Approval letter		
Financial Standing Orders and Regulations	Hard copy /website	“
Grants given and received	Hard copy within income/expenditure information within minutes Or via email	“ email free
List of current contracts awarded and value of contract		
Members' allowances and expenses		
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)		
Parish Plan	In preparation	
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Hard copy or email - contained within minutes	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)	hard copy or email	
Current and previous council year as a minimum		
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Clerk	Free

Agendas of meetings (as above)	Hard copy Or Email	10p per sheet plus postage Free
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Hardcopy Or Email	10p per sheet plus postage Free
Reports presented to council meetings – nb this will exclude information that is properly regarded as private to the meeting.	Hard copy	£5 plus 10p per sheet plus postage
Responses to consultation papers	Hard copy In minutes	“ Free
Responses to planning applications	Hard copy contained within minutes or separate letter form	£5 plus 10p per sheet plus postage
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</p> <p>Code of Conduct Policy statements</p>	<p>Hard copy</p> <p>Hard copy or email (within minutes)</p> <p>Hard copy</p>	<p>£5 plus 10p per sheet plus postage</p> <p>£5 plus 10p per sheet plus postage</p>
<p>Policies and procedures for the provision of services and about the employment of staff:</p> <p>Internal 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>		
Information security policy		
Records management policies (records retention, destruction and archive)		
Data protection policies		
Schedule of charges (for the publication of information)	Clerk	Free

Class 6 – Lists and Registers		
Currently maintained lists and registers only	Hard copy (some information may only be available by inspection)	
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)		
Assets Register	Hard copy	£5 plus 10p per sheet plus postage
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	Only by inspection	
Register of gifts and hospitality	Only by inspection	
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	(hard copy some information may only be available by inspection)	
Allotments – not the responsibility of the Parish Council	Contact Village Hall Committee	
Burial grounds and closed churchyards	Contact clerk	
Community centres and village halls – not the responsibility of the Parish Council	Contact Village Hall Committee	
Parks, playing fields and recreational facilities	Contact Clerk	
Seating, litter bins, clocks, memorials and lighting	Contact Clerk	
Bus shelters	Contact Clerk	
Markets		

Public conveniences		
Agency agreements	Hard copy	£5 plus 10p per sheet plus postage
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Clerk	free
Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above		

Contact details:

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**Noticeboard located outside Burgrey Stores, High Street and Madge's Butcher shop, Bradstocks Way
Approved by Sutton Courtenay Parish Council 2nd December, 2008**

SCHEDULE OF CHARGES

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @10.p per A4 sheet (black & white)	Actual cost
	Photocopying @ 20p per A3 sheet (black & white)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		
Other		£5 administration fee