

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

Information to be published	How the information can be obtained	Cost
<p><b>Class1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts)</p> <p>This will be current information only</p> <p>N.B. Councils should already be publishing as much information as possible about how they can be contacted.</p>		
Who's who on the Council and its Committees	Website Hard copy – Contact Clerk	Free 10p/sheet plus postage
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website Hard copy – Contact Clerk	Free 10p/sheet plus postage
Location of main Council office and accessibility details	N/A	
Staffing structure	N/A	

<p><b>Class 2 – What we spend and how we spend it</b>  (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)  Current and previous financial year as a minimum</p>		
Annual return form and report by auditor	Website Hard copy – Contact Clerk	Free 10p/sheet plus postage
Finalised budget	Website Hard copy – Contact Clerk	Free 10p/sheet plus postage
Precept	Website Hard copy – Contact Clerk	Free 10p/sheet plus postage
Borrowing Approval letter	N/A	
Financial Standing Orders and Regulations	Website Hard copy – Contact Clerk	Free 10p/sheet plus postage
Grants given and received	Hard copy – Contact Clerk	Free 10p/sheet plus postage
<del>List of current contracts awarded and value of contract</del>	N/A	
Members' allowances and expenses	Hard copy – Contact Clerk	Free 10p/sheet plus postage

<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews) Current and previous year as a minimum	(hard copy or website)	
Parish Plan (current and previous year as a minimum)	hard copy	10p/sheet plus postage
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Website Hard copy – Contact Clerk	Free 10p/sheet plus postage
Quality status	N/A	
Local charters drawn up in accordance with DCLG guidelines		
<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions)  Current and previous council year as a minimum	(hard copy or website)	
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Website Hard copy – Contact Clerk	free 10p/sheet plus postage
Agendas of meetings (as above)	Website (current copies only) Hard copy (backdated)– Contact Clerk	free 10p/sheet plus postage
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Website (current) Hard copy (backdated) – Contact Clerk	free 10p/sheet plus postage
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Hard copy – Contact Clerk	10p/sheet plus

		postage
Responses to consultation papers	Hard copy – Contact Clerk	10p/sheet plus postage
Responses to planning applications	Hard copy – Contact Clerk Website (within minutes) Local authority website	10p/sheet plus postage
<del>Bye-laws</del>	N/A	
<b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities)  Current information only	(hard copy or website)	
Policies and procedures for the conduct of council business:  Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements	Website Hard copy – Contact Clerk	Free 10p/sheet plus postage
Policies and procedures for the provision of services and about the employment of staff:  Internal policies relating to the delivery of services <del>Equality and diversity policy</del> <del>Health and safety policy</del> <del>Recruitment policies (including current vacancies)</del> Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme)	Website Hard copy – Contact Clerk	Free 10p/sheet plus postage
Information security policy (GDPR)	Website	

	Hard copy – Contact Clerk	
Records management policies (records retention, destruction and archive) (GDPR)	Website Hard copy – Contact Clerk	
Data protection policies	Website Hard copy – Contact Clerk	
Schedule of charges (for the publication of information) (Attached to this document)	Website Hard copy – Contact Clerk	Free 10p/sheet plus postage
<b>Class 6 – Lists and Registers</b>  Currently maintained lists and registers only	(hard copy or website; some information may only be available by inspection)	
<del>Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)</del>	N/A	
Assets Register	website hard copy	Free 10p/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)	N/A	
Register of members' interests	website hard copy – contact Clerk	10p/sheet plus postage
<del>Register of gifts and hospitality</del>		
<b>Class 7 – The services we offer</b> (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)  Current information only	(hard copy or website; some information may only be available by inspection)	10p/sheet plus postage

Allotments	Website	
<del>Burial grounds and closed churchyards</del>		
<del>Community centres and village halls</del>		
<del>Parks, playing fields and recreational facilities</del>		
Seating, litter bins, clocks, memorials and lighting	Website	
Bus shelters	Website	
Markets		
Public conveniences		
Agency agreements		
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)		
<b>Additional Information</b>		
This will provide Councils with the opportunity to publish information that is not itemised in the lists above		

**Contact details:**

**Mrs Sarah Giller  
Clerk to Sutton Parish Council  
9 Sutton Road  
Poynton  
Cheshire  
SK12 1SU  
suttonparish@aol.com**

**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 @ 10p per sheet (black & white)	Actual cost *
	Photocopying @11p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Statutory Fee</b>		In accordance with the relevant legislation (quote the actual statute)
<b>Other</b>		

\* the actual cost incurred by the public authority

**Date reviewed: 12<sup>th</sup> January 2023**

**Review date: January 2024**