



**SUTTON**

**PARISH COUNCIL**

**FREEDOM OF INFORMATION ACT 2000  
MODEL PUBLICATION SCHEME**

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

Information to be published	How the information can be obtained	Cost
<b>Class1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts)  <b>This will be current information only</b>  N.B. Councils should already be publishing as much information as possible about how they can be contacted.		
Who's who on the Council and its Committees	Website Hard Copy	Free 10p per copy 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	Free 10p per copy plus postage
Location of main Council office and accessibility details	Website Hard Copy	Free 10p per copy plus postage
Staffing structure	Website Hard Copy	Free 10p per copy plus postage
<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)  <b>Current and previous financial year as a minimum</b>		
Annual return form and report by auditor	Website Hard Copy	Free 60p per copy plus postage
Finalised budget	Website Hard Copy	Free £1.00 plus postage

Precept	Hard Copy	20p plus postage
Borrowing Approval letter	Hard copy	20p plus postage
Financial Standing Orders and Regulations	Website Hard Copy	Free 10p per sheet plus postage
Grants given and received	Hard copy	10p per sheet plus postage
List of current contracts awarded and value of contract	Hard copy	10p per sheet plus postage
Members' allowances and expenses	N/A	
<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)		
Parish Plan (current and previous year as a minimum)	Website Hard Copy	Free 10p per sheet plus postage
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Website Hard Copy	Free 10p per sheet plus postage
Local charters drawn up in accordance with DCLG guidelines	N/A	
<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions)		
<b>Current and previous council year as a minimum</b>		
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Website Hard Copy	Free 10p per sheet plus postage
Agendas of meetings (as above)	Website Hard Copy	Free 10p per sheet plus postage
Minutes of meetings (as above) – NB this will exclude information that is	Website	Free

properly regarded as private to the meeting.	Hard Copy	10p per sheet plus postage
Reports presented to council meetings - NB this will exclude information that is properly regarded as private to the meeting.	Hard copy	10p per sheet plus postage
Responses to consultation papers	Hard copy	10p per sheet plus postage
Responses to planning applications	Hard copy	10p per sheet plus postage
Bye-laws	Hard copy	10p per sheet plus postage
<b>Class 5 – Our policies and procedures</b>  (Current written protocols, policies and procedures for delivering our services and responsibilities)  <b>Current information only</b>		
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	Free 10p per 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:	Hard copy	10p per sheet plus postage

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 Website Website Website Website  Hard copies	Free Free Free   10p per sheet plus postage
Information security policy	Hard copy	10p per sheet plus postage
Records management policies (records retention, destruction and archive)	Website Hard copy	Free 10p per sheet plus postage
Data protection policies	Hard Copy	10p per sheet plus postage
Schedule of charges )for the publication of information)	Website Hard Copy	Free 10p per sheet plus postage
<b>Class 6 – Lists and Registers</b>  <b>Currently maintained lists and registers only</b>		
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	Hard copy	10p per sheet plus postage
Assets Register	Hard copy	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	N/A	

councils)		
Register of members' interests	N/A	
Register of gifts and hospitality	N/A	
<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)  <b>Current information only</b>	Hard Copy Website	10p per sheet Free
Allotments	Hard copy	10p per sheet plus postage
Burial grounds and closed churchyards	Website Hard Copy	Free 10p per sheet plus postage
Community centres and village halls	Website Hard Copy	Free 10p per sheet plus postage
Parks, playing fields and recreational facilities	Website Hard Copy	Free 10p per sheet plus postage
Seating, litter bins, clocks, memorials and lighting	Website Hard Copy	Free 10p per sheet plus postage
Bus shelters	Website Hard Copy	Free 10p per sheet
Markets	N/A	
Public conveniences	N/A	
Agency agreements	Hard Copy	10p per sheet
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Website Hard Copy	Free 10p per sheet
<b>Additional Information</b>		

This will provide Councils with the opportunity to publish information that is not itemised in the lists above		
Annual Newsletter	Hard copy	10p per sheet plus postage
Neighbourhood Plan	Website Hard Copy	Free 10p per sheet. Plus postage

**Contact details:**

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**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 *
	Postage	Actual cost of Royal

		Mail standard 2 <sup>nd</sup> class
		Large letter costs
<b>Statutory Fee</b>	Locating information or documentation, retrieving and extracting the information or documentation.	£25.00 per hour
<b>Other</b>		

\* the actual cost incurred by the public authority

Document History		
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