

Information available from Spratton 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 N.B. Councils should already be publishing as much information as possible about how they can be contacted.	(hard copy and/or Website/email)	
Who's who on the Council and its Committees	Hard copy – contact Clerk Circulated in quarterly newsletter Website/email	20p per sheet Free Free
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Hard copy – contact Clerk Circulated in quarterly newsletter Website/email	20p per sheet Free Free
Staffing structure	Hard copy – contact Clerk Circulated in quarterly newsletter Website/email	20p per sheet Free Free

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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	(hard copy and/or Website/email)	
Annual return form and report by auditor	Hard copy – contact Clerk	20p per sheet
Finalised budget	Hard copy – contact Clerk Website/email	20 p per sheet Free
Precept	Hard copy – contact Clerk Website/email	20 p per sheet Free
Financial Standing Orders and Regulations	Hard copy – contact Clerk email	20 p per sheet Free
Grants given and received	Hard copy – contact Clerk email	20 p per sheet Free
List of current contracts awarded and value of contract	Hard copy – contact Clerk Website/email	20 p per sheet Free
Members’ allowances and expenses	Hard copy – contact Clerk Website/email	20 p per sheet Free
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)	(hard copy or Website/email)	
Parish Plan (current and previous year as a minimum)	Hard copy – Contact Clerk	20 p per sheet
Village Design Statement	Hard copy – contact Clerk Website/email	20 p per sheet Free
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Hard copy – contact Clerk	20 p per sheet

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	Website/email	Free
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum	Hard copy – contact Clerk Website/email	20 p per sheet Free
Timetable of planned meetings (Council, any committee/sub-committee meetings and parish meetings) <i>*Occasionally there will be un-planned meetings e.g. planning meetings to discuss applications where the response is required before the next Parish Council meeting. These will be advertised on the Noticeboard a minimum of 3 days prior to the meeting. Extra-Ordinary meetings will be advertised as widely as possible and an agenda posted on the Noticeboard 3 days before the meeting</i>	Hard copy – contact Clerk Circulated in quarterly newsletter Website/email	20 p per sheet Free Free
Agendas of meetings (as above)	Hard copy – contact Clerk Via email – contact Clerk Copy on Noticeboard Website *if Clerk time allows	20 p per sheet Free Free Free
Minutes of meetings (as above) – N.B. this will exclude information that is properly regarded as private to the meeting. After Council's resolution of approval of minutes .	Hard copy – contact Clerk Via email – contact Clerk Copy available in Village Shop *Website/email	20 p per sheet Free Free Free
Reports presented to council meetings - N.B. this will exclude information that is properly regarded as private to the meeting.	Hard copy – contact Clerk Via email – contact Clerk	20 p per sheet Free

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	Website/email	Free
Responses to consultation papers	Hard copy – contact Clerk Via email – contact Clerk Website/email	20 p per sheet Free Free
Responses to planning applications	Hard copy – contact Clerk Via email – contact Clerk	20 p per sheet Free
Bye-laws	Not held	Not held
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only	Hard copy/ – contact Clerk email	20 p per sheet Free
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	Hard copy – contact Clerk Website/email n/a	20 p per sheet Free n/a
Policies and procedures for the provision of services and about the employment of staff: Internal policies relating to the delivery of services Equality and diversity policy Health and safety policy	Hard copy	20p per sheet

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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)		
Data Protection Policy (Information security)	Hard copy Website/email – Contact Clerk	20 p per sheet Free
Records management policies (records retention, destruction and archive)	Hard copy – contact Clerk Via email – contact Clerk	20 p per sheet Free
Schedule of charges (for the publication of information)	Hard copy – contact Clerk Via email – contact Clerk Website/email	20 p per sheet Free 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 – contact Clerk Via email – contact Clerk Website/email; some information may only be available by inspection)	20 p per sheet Free Free
Assets Register	Hard copy – contact Clerk Via email – contact Clerk Website/email	20 p per sheet Free Free
Disclosure log (indicating the information that has been provided in response to requests; recommended as	Not held	Not held

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good practice, but may not be held by parish councils)		
Register of members' interests	Hard copy – contact Clerk	20p per sheet
Register of gifts and hospitality	Hard copy – contact Clerk	20p per sheet
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	(some information may only be available by inspection)	
Allotments	Not run by Parish Council	n/a
Burial grounds and closed churchyards	Hard copy – contact Clerk Website/email	20 p per sheet Free
Community centres and village halls	Not run by Parish Council	n/a
Parks, playing fields and recreational facilities	Not run by Parish Council	n/a
Seating, litter bins, clocks, memorials and lighting	Hard copy – contact Clerk Website/email	20 p per sheet Free
Bus shelters	Hard copy – contact Clerk Website/email	20 p per sheet Free
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Hard copy – contact Clerk Website/email	20 p per sheet Free
Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above		
Quarterly Newsletter (circulated 1 per residence)	Hard copy Website/email	20 p per sheet free

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Contact details: Mr Alan Youel, Clerk and Responsible Financial Officer
Spratton Parish Council
c/o Village Hall
School Lane
Spratton
NN6 8JD
Tel No: 07715651904
Email: clerk@sprattonpc.org.uk
Website: www.sprattonpc.org.uk

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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.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 20..p per sheet (black & white)	Actual cost *
	Postage	Actual cost of Royal Mail standard 2 nd class
	CD/copy of audio recording	£1.20 Actual cost of CD
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)
Other		

* the actual cost incurred by the public authority