

# Sutton-in-Craven Publication Scheme

Sutton-in-Craven Parish Council is obliged to make certain information available under what is known as a 'Publication Scheme'.

There are various ways in which the information can be supplied, either as hard copy, which means we are required to provide the information as a printed document on request, through our website or to allow the public to inspect documents at our offices.

We aim to provide as much information as possible through this website - and we aim to expand the amount of information available without the need to contact the office.

The information we are obliged to provide under the scheme is divided into a number of 'classes'. These are shown below, together with details of how to obtain that information:

## **Class 1 - Who We Are and What We Do**

### **Contact details for the Parish Clerk and Council Members:**

Councillor Details are available on the website or in hard copy on request from the office.

The Clerk is **Denise Emmott** she can be contacted at Sutton-in-Craven Parish, 9 North Avenue or by calling (01535) 633972,  
Email [clerk.suttonincraven@gmail.com](mailto:clerk.suttonincraven@gmail.com).

### **Location of the Council Office and Accessibility Details:**

The Council's offices are located at 9 North Avenue, Sutton-in-Craven, BD20 7NN. (Visitors require an appointment)

### **What We Do**

Details of the services provided by the Council can be found on this website.

## **Staffing Structure**

Some detail on Council staffing is shown on this website. A staff structure chart is available on request from the office.

## **Class 2 – What We Spend and How We Spend It**

### **Annual Return and Audit Reports:**

These are available from the website in hard copy on request from the office.

### **Financial Statements, Budgets and Details of Precept:**

These are available from this website and in hard copy on request from the office.

### **Financial Standing Orders and Regulations:**

These are available from this website and in hard copy on request from the office.

### **Grants Given and Received:**

These are available in hard copy on request from the office. Details of grants made to voluntary and community group via the Council's Community Grant Scheme will also be detailed on the website in the minutes.

### **Current Contracts Awarded and Value of Contract:**

These are available in hard copy on request from the office and in the minutes on-line.

### **Members' Allowances and Expenses**

Members of Sutton-in-Craven Parish Council do not receive any allowances, other than for the position of Chair. These are available in hard copy on request from the office and online.

### **Class 3 – What Our Priorities Are and How We Are Doing**

#### **Parish Plan, Annual Chairman’s Report to Parish Meeting, Playing Field Inspections.**

These are available in hard copy on request from the office.

### **Class 4 – How We Make Decisions**

Details of Council meetings, agendas, minutes are on the website. Minutes and agendas of meetings from previous years are available on request from the office. Copies of any reports prepared by officers are available on request from the office, although it should be noted that copies of confidential reports cannot be supplied.

### **Class 5 – Our Policies and Procedures**

#### **Procedural Standing Orders:**

These are available from this website or in hard copy on request from the office.

#### **Members Code of Conduct:**

These are available from this website or in hard copy on request from the office.

#### **Policy Statements:**

These are available on this website or in hard copy on request from the office, as appropriate.

#### **Complaints Procedures**

Details of the Council's Complaints Procedure are available from this website or on request from the office.

### **Class 6 – Lists and Registers**

Copies of any lists or registers held by the Council may be viewed on the website or on request at the Council's offices. These include:

Register of the Council's Assets, Land and Property  
Register of Members' Interests

We may not be able to allow you access to some lists held by the Council - for example a list of Allotment Tenants. These lists hold personal data and come within Data Protection Act restrictions.

If you wish to inspect any information at the Council's offices, please contact us first to make an appointment. We can then ensure that the information you require is available.

### **Class 7 – The Services We Offer**

Full details of all the Council's services can be found on this website. Allotments, Playing Fields and recreational facilities, seating, litterbins, memorials, bus shelters.

### **COSTS**

If you require copies of any information, the Council may charge for the cost of copying. A charge of 10p is made for page copied in black and white. A charge of 20p is made for each full colour copy.

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## **Freedom of Information Requests**

The Freedom of Information Act 2000 requires that the Council supplies to any individual the details of any information it holds on any given matter - subject to some exemptions where the information is confidential or contains data we cannot supply under the terms of Data Protection legislation.

Before you submit any formal request under the Freedom of Information Act, you should ensure that the information cannot be obtained in a less formal manner - for instance via this website or through a simple telephone call or email to the office.

If you believe you cannot find the information you require, you should make a formal Freedom of Information request to the Council.

### **How to Make a Freedom of Information Request**

Requests under the Freedom of Information Act 2000 should be sent either in writing or by email. They should be addressed to the Council Clerk and **MUST be clearly marked as a Freedom of Information request.**

Your request should include your full name, a contact address and email address (if you have one) and, preferably, a contact telephone number.

You should include as much information as possible about your request, and you should be as specific as possible about the information you require.

### **What Happens Next?**

When the Council receives a request, it will acknowledge receipt - generally by email and will let you know if it holds the information you are requesting. The Council has 20 working days in which to respond to your request but, wherever possible, we will aim to respond more quickly. If your request is complicated and we need more time, the Council will contact you to let you know.

### **Can the Council Refuse My Request?**

Under certain circumstances, the Council can refuse to supply information. Generally, this will be where the Council does not hold the information requested or where the information is subject to Data Protection legislation or has been validly dealt with in a confidential session of the Council.

The Council may also refuse to supply the information if it is readily available elsewhere (i.e on this website), if it is a repeat request for the same information as has been previously supplied, or if the Council believes that the request is vexatious.

### **Is There a Charge for the Information?**

Generally, the Council will not make a charge for supplying information. However, it can do so if the amount of time needed to compile the information is likely to cause the Council considerable expense. In such circumstances, a charge of £20 per hour may be levied. The Council will contact you to discuss the matter before any such work is undertaken. It may be that your request could be refined to reduce the cost.

If you require any copies of information, a charge will be made of 10p per sheet for any black and white copies and 20p per sheet for any full colour copies. The costs of any postage will be charged at the prevailing rate. The Council reserves the right to ask for any charges levied in advance before any copies or information is supplied.