

Information available from Sutton-in-Craven 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	(Hard copy and/or website)	
Who's who on the Council and its Committees	Website Hard copy – Contact Clerk	Free 10p
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Web site Hard copy – Contact Clerk	Free 10p
Location of main Council office and accessibility details	Notice boards/Website	
Staffing structure	Contact Clerk	

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		
Annual return form and report by auditor	Hard copy or Inspection /Website	£2.00
Finalised budget	Hard copy / Website	10p/Sheet
Precept	Hard copy Website	10p/Sheet Free
Financial Standing Orders and Regulations	Hard copy Website	10p/Sheet Free
Grants given and received	Hard copy Website	10p/Sheet
List of current contracts awarded and value of contract	Hard copy	10p/Sheet
Members' allowances and expenses	Website	

Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)		
Parish Plan	Website Hard copy	£5.00
Annual Chairman's Report to Parish or Community Meeting (current and previous year as a minimum)	Hard copy / Website	10p/Sheet
Playing field inspections	Hard copy /Website	10p/Sheet Free

Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum		
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Hard copy /Website	10p/Sheet
Agendas of meetings (as above)	Hard copy Website	10p/Sheet Free
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Hard copy Website	10p/Sheet Free
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Hard copy	10p/Sheet
Responses to consultation papers	Hard copy Website (minutes)	10p/sheet
Responses to planning applications	Hard copy Website (minutes)	10p/Sheet Free
Bye-laws	Hard copy Website	10p/Sheet Free

Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only		
Policies and procedures for the conduct of council business: Procedural standing orders Committee and sub-committee terms of reference Code of Conduct	Hard copy Website	10p/Sheet Free
Policies and procedures for the provision of services and about the employment of staff: Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme) Equality Opportunities Policy Health & Safety Policy Recruitment Policy Policy and procedures for handling requests for information Complaints procedures	Hard copy Website	10p/Sheet Free
Records management policies (records retention, destruction and archive)	See Clerk	10p/sheet
Schedule of charges (for the publication of information)	Website	

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)		

Assets Register	Hard copy Website	10p/Sheet Free
Register of members' interests	Inspection or Minutes	
Register of gifts and hospitality		
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		
Burial grounds and closed churchyards	N/A	
Allotments	Contact Clerk	10p/sheet
Playing fields and recreational facilities	Contact Clerk	10p/sheet
Seating, litter bins and memorials	Contact Clerk	10p/sheet
Bus shelter	Contact Clerk	10p/sheet
Agency agreements		
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)		

Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above. Freedom of Information Publications Scheme Guidance Notes	Website Hardcopy	10p/sheet
---	---------------------	-----------

Contact details:

Denise Emmott, Clerk to the Council, 9 North Avenue, Sutton in Craven, BD20 7NN.
Telephone 01535 633972 Email clerk@suttonincravenpc.co.uk

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 @ 10p per sheet (black & white)	Actual cost *
	Photocopying @ 25p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant Legislation

* the actual cost incurred by the public authority

Exempt Information

Personal information relating to Councillors (other than required to be declared in Register of Interest)

Personal information relating to employees

Tenders and bids from contractors and suppliers

Note: Data Protection Legislation prohibits the publication of certain categories of information.

Charging Policy

Information can be inspected, by appointment written appointment, at the Council offices free of charge.

Note: Under Data Protection Legislation, the Council is required regularly to review the information that it keeps and to destroy that which does not form part of its official records. Residents wishing to inspect information are there for requested to write to ensure that the information they require is still available.