

Information available from Stutton Parish Council under the model publication scheme

Information to be published	How the information can be obtained	Cost
<p>Class1 - Who we are and what we do (Organisational information, structures, locations and contacts)</p> <p>This will be current information only</p>		
Who's who on the Council and its Committees	Notice board / website	free
Contact details for Parish Clerk and Council members	Notice board / website	free
Location of main Council office and accessibility details	N/A	
Staffing structure	N/A	
Declarations of Acceptance of Office	Paper Copy - Parish Clerk	£12.50
<p>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)</p> <p>Current and previous financial year as a minimum</p>		
Annual return form and report by auditor	Paper Copy - Parish Clerk	£6.25
Finalised budget	Paper Copy - Parish Clerk	£6.25
Precept	Paper Copy - Parish Clerk	£6.25
Borrowing Approval letter	N/A	
Financial Standing Orders and Regulations	Paper Copy - Parish Clerk	£12.50
Grants given and received	Paper Copy - Parish Clerk	£6.25
List of current contracts awarded and value of contract	Paper Copy - Parish Clerk	£6.25
Members' allowances and expenses	Inspection	£6.25

Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)		
Parish Plan	Paper Copy - Parish Clerk	£6.25
Annual Report to Parish or Community Meeting (Current & previous Year)	Paper Copy - Parish Clerk	£6.25
Quality status	N/A	
Local charters drawn up in accordance with DCLG guidelines	N/A	
Class 4 – How we make decisions (Decision making processes and records of decisions)		
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Notice board / website Paper Copy - Parish Clerk	free £6.25
Agendas of meetings (as above)	Notice board / website Paper Copy - Parish Clerk	free £6.25
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Paper Copy - Parish Clerk Notice board/website	£6-25 free
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Paper Copy - Parish Clerk	£6-25
Responses to consultation papers	Paper Copy - Parish Clerk	£6.25
Responses to planning applications – noted in minutes	Paper Copy - Parish Clerk Notice board/website	£6-25 free
Bye-laws	N/A	

<p>Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information only</p>		
<p>Policies and procedures for the conduct of council business:</p> <p>Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements</p>	<p>Paper Copy - Parish Clerk</p>	<p>£6.25 per document</p>
<p>Policies and procedures for the provision of services and about the employment of staff:</p> <p>Internal policies relating to the delivery of services 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)</p>	<p>N/A N/A Paper Copy - Parish Clerk N/A Paper Copy - Parish Clerk Paper Copy - Parish Clerk</p>	<p>£6.25 £6.25 £6.25</p>
<p>Information security policy</p>	<p>N/A</p>	
<p>Records management policies (records retention, destruction and archive)</p>	<p>N/A</p>	
<p>Data protection policies</p>	<p>N/A</p>	
<p>Schedule of charges (for the publication of information)</p>	<p>Website</p>	<p>free</p>

Class 6 – Lists and Registers		
Currently maintained lists and registers only		
Any publicly available register or list	Parish Clerk (Some information may only be available by inspection)	£12.50
Assets Register	Paper Copy - Parish Clerk	£6.25
Disclosure log (indicating the information that has been provided in response to requests)	Paper Copy - Parish Clerk	£6.25
Register of members' interests	inspection	£12.50
Register of gifts and hospitality	N/A	
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		
Allotments	N/A	
Burial grounds and closed churchyards	N/A	
Community centres and village halls	Community hall notice board	free
Parks, playing fields and recreational facilities	N/A	
Seating, litter bins, clocks, memorials and lighting	N/A	
Bus shelters	N/A	
Markets	N/A	
Public conveniences	N/A	
Agency agreements	N/A	
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	N/A	

Additional Information

Any request for information must be made by email or letter and include the name and full contact details of the person making the request and details of the Information required.

The Parish Council will respond within 20 working days from receipt of request.

Contact details:

**John Wesley
Clerk to Stutton Parish Council
Rustlyngs
Larksfield Road
Stutton
Suffolk
IP9 2RZ**

Email: clerk@stutton.org.uk

SCHEDULE OF CHARGES

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 10p per sheet (black & white)	Cost includes charge for paper and time
	Photocopying @ 20p per sheet (colour)	Extra charge for colour copying
	Postage	Actual cost of Royal Mail standard 1 st or 2 nd class stamps at time of posting
Other	Clerks time	£25 per hour as laid down in the Act (min quarter hour)