

Information available from Long Sutton 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> <p>N.B. Councils should already be publishing as much information as possible about how they can be contacted.</p>	See: Contact details on page 5 for website and Parish Council Clerk details	
Who's who on the Council and its Committees	Website	Free
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website	Free
Location of main Council office and accessibility details	Website	Free
Staffing structure	Website	Free
<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	Hardcopy	5p/sheet
Finalised budget	Website	Free
Precept	Website	Free
Borrowing Approval letter	n/a	
Financial Standing Orders and Regulations	n/a	
Grants given and received	Website/Hardcopy	5p/sheet
List of current contracts awarded and value of contract	n/a	
Members' allowances and expenses	n/a	

Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)	(hard copy or website)	
Parish Plan (current and previous year as a minimum)	Website/Hardcopy	Free
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Website/Hardcopy	5p/sheet
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) Current and previous council year as a minimum	(hard copy or website)	
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Notice Boards/Hardcopy	5p/sheet
Agendas of meetings (as above)	Notice Boards/Hardcopy	5p/sheet
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Notice Boards/Website	Free
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	n/a	
Responses to consultation papers	n/a	
Responses to planning applications	Website/Hardcopy	5p/sheet
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>	(hard copy or website)	
<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>	Hardcopy	5p/sheet
<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>	n/a	
<p>Information security policy</p>	n/a	
<p>Records management policies (records retention, destruction and archive)</p>	n/a	
<p>Data protection policies</p>	n/a	
<p>Schedule of charges)for the publication of information)</p>	n/a	

Class 6 – Lists and Registers	(hard copy or website; some information may only be available by inspection)	
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)	n/a	
Assets Register	n/a	
Disclosure log (indicating the information that has been provided in response to requests; recommended as good practice, but may not be held by parish councils)	n/a	
Register of members' interests	n/a	
Register of gifts and hospitality	n/a	

Class 7 – The services we offer	(hard copy or website; some information may only be available by inspection)	
(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)		
Current information only		
Allotments	Hard Copy	5p/sheet
Burial grounds and closed churchyards	Hard Copy	5p/sheet
Community centres and village halls	Hard Copy	5p/sheet
Parks, playing fields and recreational facilities	Hard Copy	5p/sheet
Seating, litter bins, clocks, memorials and lighting	Hard Copy	5p/sheet
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 This will provide Councils with the opportunity to publish information that is not itemised in the lists above	n/a	

Contact details:

Website: www.longsutton.org.uk

Clerk to the Council: Mrs P Allen
 45 West End View
 South Petherton
 Somerset
 TA13 5EW
 Email: paula.allen45@hotmail.co.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 @ 5p per sheet (black & white)	Actual cost *
	Postage	Actual cost of Royal Mail standard 2 nd class

* the actual cost incurred by the parish council