

Information available from Scruton 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>Clerk to the Council David Carter 7 Meadow Court Scruton 01609 748332</p>	<p>10 pence per sheet</p>
<p>Who's who on the Council and its Committees</p>	<p>Clerk to The Parish Council As Above or Newsletter</p>	<p>Free</p>
<p>Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))</p>	<p>Clerk to The Parish Council As Above or Newsletter</p>	<p>Free</p>
<p>Location of main Council office and accessibility details</p>	<p>Not Applicable</p>	
<p>Staffing structure</p>	<p>None</p>	
<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>Clerk to the Council David Carter 7 Meadow Court Scruton 01609 748332</p>	<p>10 pence per sheet</p>

Annual return form and report by auditor	Clerk to The Parish Council	10pence per sheet
Finalised budget	Clerk to The Parish Council	10pence per sheet
Precept	Clerk to The Parish Council	10pence per sheet
Borrowing Approval letter	None	N/a
Financial Standing Orders and Regulations	Clerk to The Parish Council	10pence per sheet
Grants given and received	Clerk to The Parish Council	10pence per sheet
List of current contracts awarded and value of contract	Clerk to The Parish Council	10pence per sheet
Members' allowances and expenses	Clerk to The Parish Council	10pence per sheet
Class 3 – What our priorities are and how we are doing	Clerk to The Parish Council	10pence per sheet
Parish Plan (current and previous year as a minimum)	None	N/a
Annual Report to Parish or Community Meeting	Clerk to The Parish Council	10pence per sheet
Local charters drawn up in accordance with DCLG guidelines	None	N/a
Class 4 – How we make decisions (Decision making processes and records of decisions)	Clerk to The Parish Council	10pence per sheet

Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Clerk to The Parish Council	10pence per sheet
Agendas of meetings (as above)	Clerk to The Parish Council	10pence per sheet
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Clerk to The Parish Council	10pence per sheet
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Clerk to The Parish Council	10pence per sheet
Responses to consultation papers	Clerk to The Parish Council	10pence per sheet
Responses to planning applications	Clerk to The Parish Council	10pence per sheet
Bye-laws	Clerk to The Parish Council	10pence per sheet
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only	Clerk to The Parish Council	10pence per sheet
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	Clerk to The Parish Council	10pence per sheet

Policy statements		
<p>Policies and procedures for the provision of services and about the employment of staff:</p> <p>Equality and diversity policy Health and safety policy Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme)</p>	Clerk to The Parish Council	10pence per sheet
Information security policy	Clerk to The Parish Council	10pence per sheet
Records management policies (records retention, destruction and archive)	Clerk to The Parish Council	10pence per sheet
Data protection policies	Clerk to The Parish Council	10pence per sheet
Schedule of charges (for the publication of information)	Clerk to The Parish Council	10pence per sheet
<p>Class 6 – Lists and Registers</p> <p>Currently maintained lists and registers only</p>	Clerk to The Parish Council	10pence per sheet
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	None	
Assets Register	Clerk to The Parish Council	10pence per sheet
Disclosure log	None	

Register of members' interests	Clerk to The Parish Council	10pence per sheet
Register of gifts and hospitality	Clerk to The Parish Council	10pence 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)	Newsletter	Free
Current information only		
Burial grounds and closed churchyards	None	
Community centres and village halls	None	
Parks, playing fields and recreational facilities	None	
Church Clock	Clerk to The Parish Council	10pence per sheet
Bus shelters	Clerk to The Parish Council	10pence per sheet
Public Seating	Clerk to The Parish Council	10pence per sheet
Public conveniences	None	
Agency agreements	None	
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	None	

Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above	NONE	
---	------	--

Contact details:

David Carter, 7 Meadow Court, Scruton DL7 0QU

Tel: 01609 748332

e-mail: david.carter@bibinsurance.co.uk

Cost of providing information:

This has been calculated at a minimum of 10pence per sheet which is intended to cover the cost of the paper and printing.