

## Information available from Sutton cum Lound Parish Council under the model publication scheme

Information to be published	How the information can be obtained	Cost
<b>Class 1 - Who we are and what we do</b>		
Who's who on the Council and its Committees	Hard copy	10p
Contact details for Parish Clerk and Council members	Hard copy Web site	10p Free
Location of main Council office and accessibility details See Clerk contact details below		
Staffing structure	Hard copy Web site	10p Free
<b>Class 2 – What we spend and how we spend it</b>		
Annual return form and report by auditor	Hard copy	£2.00
Finalised budget	Hard copy	50p
Precept	Hard copy	50p
Borrowing Approval letter	Hard copy	10p
List of current contracts awarded and value of contract	Hard copy	10p
<b>Class 3 – What our priorities are and how we are doing</b>		
Parish Plan. In formulation, currently unavailable.	Hard copy Web site	TBA Free
Annual Report to Parish	Hard copy	10p
<b>Class 4 – How we make decisions</b>		
Timetable of meetings	Web site	Free
Agendas of meetings	Web site At meetings	Free Free
Minutes of meetings	Web site	Free
Reports presented to council meetings	Hard copy	10p / sheet
Responses to consultation papers	Hard copy	10p / sheet
Responses to planning applications	Hard copy Web site	10p / sheet Free
Bye-laws	Hard copy	10p / sheet

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<b>Class 5 – Our policies and procedures</b>		
Procedural standing orders	Hard copy	10p / sheet
Committee and sub-committee terms of reference	Hard copy	10p / sheet
Code of Conduct	Hard copy	10p / sheet
Internal policies relating to the delivery of services	Hard copy	10p / sheet
Equality and diversity policy	Hard copy	10p / sheet
Health and safety policy	Hard copy	10p / sheet
Recruitment policies	Hard copy	10p / sheet
Policies and procedures for handling requests for information	Hard copy	10p / sheet
Complaints procedures	Hard copy	10p / sheet
Schedule of charges	Web site	Free
<b>Class 6 – Lists and Registers</b>		
Any publicly available register or list	Hard copy	10p / sheet
Assets Register	Hard copy	10p / sheet
Register of members' interests	Hard copy	10p / sheet
Register of gifts and hospitality	Hard copy	10p / sheet
<b>Class 7 – The services we offer</b>		
Seating, litter bins, clocks and memorials	Hard copy	10p / sheet
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. grass cutting, street cleaning.)	Hard copy	10p / sheet

<b>Contact Details</b>	
<b>Contact:</b>	P.E. Roberts, Clerk to the Parish Council
<b>Telephone:</b>	01777 707 706
<b>Email:</b>	<a href="mailto:clerk@suttoncumlound.net">clerk@suttoncumlound.net</a>

<b>Schedule of Charges</b>	
<b>Disbursements:</b>	
<b>Photocopying:</b>	10p per sheet (black & white)
<b>Postage:</b>	Actual cost of Royal Mail standard 2 <sup>nd</sup> class