King's Sutton Parish Council: Publication Scheme 2024

Information to be published	**How the information can be obtained: Hard Copy (HC) or www.kingssutton-pc.gov.uk**	**Cost: per sheet or Clerk's Time (CT)**
Class1 - Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only		
Who's who on the Council and its Committees	HC/website	20p
Contact details for Parish Clerk and Council members	HC/website	20p
Location of main Council office and accessibility details	HC/website	20p
Staffing structure	HC/website	20p
Class 2 – What we spend and how we spend it (Financial information relating to projected & actual income & expenditure, procurement, contracts & financial audit) Current and previous financial year as a minimum		20p
Annual return form and report by auditor	HC/website	20p
Finalised budget	HC/website	20p
Precept (incorporated in Finalised Budget. Not a separate item)	Refer to Finalised Budget	-
Borrowing Approval letter	None	N/A
Standing Orders and Financial Regulations	HC/website	20p
Grants given and received	HC	20p
List of current contracts awarded and value of contract	HC	20p
Members' allowances and expenses	N/A	N/A
Chairman's Allowance	HC	20p
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)		
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	HC/website	20p
Statement of Key Objectives	HC/website	20p
Quality status	None	N/A
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) Current and previous council year as a minimum		
Timetable of meetings (Council, Committee meetings and Parish meetings)	HC/website	20p
Agendas of meetings (as above)	HC/website	20p

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Minutes of meetings (as above) this will exclude information properly regarded as private to the meeting	HC/website	20p
Reports presented to council meetings – this will exclude information properly regarded as private to the meeting	Refer to Minutes	-
Responses to consultation papers	Refer to Minutes or Consulting Body's website	20p
Responses to planning applications	Refer to Minutes or Planning Authority website	20p
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 Group Terms of Reference Committee and terms of reference Delegated authority in respect of officers Code of Conduct Policy statements: Grants of Financial Assistance; Code of Practice for Handling Corporate Complaints; Training Statement of Intent	HC/website	20p
Policies and procedures for the provision of services and about the employment of staff: Internal policies relating to the delivery of services 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) Equality Opportunities Policy	Refer to Parish Clerk HC	CT 20p
Schedule of charges (for the publication of information)	Publication Scheme	-
Class 6 – Lists and Registers Currently maintained lists and registers only	HC: some information may only be available by inspection	20p

Any publicly available register or list (in most circumstances existing access provisions will suffice)	HC	20p
Asset Register	Inspection only	CT
Disclosure log (indicating the information that has been provided in response to requests)	Inspection only	CT
Register of members' interests	Refer to WNC Website	CT
Register of gifts and hospitality	Inspection only	CT
Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance & newsletters produced for the public & businesses) Current information only		
Allotments	None	N/A
Cemetery Tariff, including Search fees; Guidelines for Jubilee Rose Garden	Website/HC	CT
Closed churchyards	Verbal enquiries	CT
Community centres and village halls	None	N/A
Parks, playing fields	None	N/A
Recreational facilities	Asset Register	CT
litter bins, and lighting	Asset Register	CT
Memorial Bench Policy	HC/website	20p
Clocks	None	N/A
War Memorial	Asset Register	CT
Bus shelters	Asset Register	CT
Markets	None	N/A
Public conveniences	None	N/A
Agency agreements	HC	20p
Footpath and village map	Website/HC	Nil
Walks leaflets	Website/HC	Nil
Additional Information Information that is not itemised in the lists above	None	N/A

PDFs are available free of charge for any document held electronically which is not uploaded to the website, provided it is not confidential.

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SCHEDULE OF CHARGES
Disbursement cost: Photocopying @ 20p per sheet (black & white)
Second class Postage
Inspection: Clerk's time: current hourly rate
Statutory Fee: in accordance with relevant legislation