

Draft Information available from Sutton Valence Parish/Community 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>	WEBSITE	
Who's who on the Council and its Committees	WEBSITE	
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	WEBSITE	
Location of main Council office and accessibility details	N/A	
Staffing structure	N/A	
<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>	HARD COPY	£1.50
Annual return form and report by auditor	WEBSITE	
Finalised budget	HARD COPY	£1.50
Precept	HARD COPY	£1.50
Borrowing Approval letter	N/A	
Financial Standing Orders and Regulations	HARD COPY	£1.50

Grants given and received	HARD COPY	£1.50
List of current contracts awarded and value of contract	UPON REQUEST TO CLERK SUBJECT TO DATA PROTECTION	£1.50
Members' allowances and expenses	HARD COPY	£1.50
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)	HARD COPY	£1.50
Parish Plan (current and previous year as a minimum)	HARD COPY	£1.50
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	HARD COPY	£1.50
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	WEBSITE	
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	WEBSITE	
Agendas of meetings (as above)	WEBSITE	
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	WEBSITE	
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	WEBSITE	
Responses to consultation papers	HARD COPY	£1.50
Responses to planning applications	WEBSITE IN MINUTES	
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	£1.50
<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>	HARD COPY	£1.50
<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>	HARD COPY	£1.50
Information security policy	IN PROGRESS	
Records management policies (records retention, destruction and archive)	IN PROGRESS	
Data protection policies	IN PROGRESS	
Schedule of charges)for the publication of information)	IN PROGRESS	
<p>Class 6 – Lists and Registers</p> <p>Currently maintained lists and registers only</p>	NONE	

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	HARD COPY	£1.50
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)	NOT HELD CURRENTLY	
Register of members' interests	HARD COPY	£1.50
Register of gifts and hospitality	HARD COPY	£1.50
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	HARD COPY some information may only be available by inspection	£1.50
Allotments	HARD COPY	£1.50
Burial grounds and closed churchyards	N/A	
Community centres and village halls	N/A	
Parks, playing fields and recreational facilities	HARD COPY	£1.50
Seating, litter bins, clocks, memorials and lighting	HARD COPY	£1.50
Bus shelters	N/A	
Markets	WEBSITE	
Public conveniences	HARD COPY	£1.50
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		

Contact details:**Mrs Janet Burnett, Warmlake End, Chartway Street, Sutton Valence, Kent, ME17 3JA****01622844135****clerk@suttonvalence.org.uk****SCHEDULE OF CHARGES IN PROGRESS**

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 @0.5p per sheet (black & white)	Actual cost £0.50
	Photocopying @ 0.15p per sheet (colour)	Actual cost 0.15p
	Postage at cost	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)
Other	Clerks time £1.45 - £1.35	Clerks time Clerks time £1.45 - £1.35