

## Information available from Sutton Benger Parish Council Publication Scheme (Freedom of Information)

Information to be published	How the information can be obtained	Cost
<b>Class1 - Who we are and what we do</b>		
Organisational information, structures, locations and contacts <i>This is current information only</i>	Hard copy/email from the clerk Parish council website	See costs schedule below
Who's who on the Council	Hard copy/email from the clerk Parish council website	See costs schedule below
Contact details for Parish Clerk and Council members ( <i>named contacts where possible with telephone number and email address</i> )	Hard copy/email from the clerk Parish council website	See costs schedule below
Staffing structure	Parish council website	
<b>Class 2 – What we spend and how we spend it</b>		
Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit. Current and previous financial year as a minimum	Hard copy/email from the clerk Parish council website	See costs schedule below
Annual return form and report by auditor	Hard copy/email from the clerk Parish council website	See costs schedule below

Finalised budget	Hard copy/email from the clerk Parish council website	See costs schedule below
Precept	Hard copy/email from the clerk Parish council website	See costs schedule below
Borrowing Approval letter	None	
Financial Standing Orders and Regulations	Hard copy/email from the clerk Parish council website	See costs schedule below
Grants given and received	Hard copy/email from the clerk	See costs schedule below
List of current contracts awarded and value of contract	Hard copy from the clerk	See costs schedule below
Members' allowances and expenses	Hard copy from the clerk Parish council website	See costs schedule below
<b>Class 3 – What our priorities are and how we are doing</b>		
Strategies and plans, performance indicators, audits, inspections and reviews	Hard copy from the clerk Parish council website	See costs schedule below
Parish Plan ( <i>current and previous year as a minimum</i> )	Hard copy/email from the clerk Parish council website	See costs schedule below

Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Hard copy/email from the clerk	See costs schedule below
Quality status	No application	
Local charters drawn up in accordance with DCLG guidelines	None in place	
<b>Class 4 – How we make decisions</b>		
(Decision making processes and records of decisions) Current and previous council year as a minimum	Hard copy or parish council website	See costs schedule below
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Hard copy/email from the clerk Parish council website	See costs schedule below
Agendas of meetings (as above)	Hard copy/email from the clerk Parish council website	See costs schedule below
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Hard copy/email from the clerk Parish council website	See costs schedule below
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Hard copy from the clerk	See costs schedule below
Responses to consultation papers	Hard copy/email from the clerk Parish council website (minutes)	See costs schedule below

Responses to planning applications	Hard copy/email from the clerk Parish council website (minutes)	See costs schedule below
Bye-laws	None	
<b>Class 5 – Our policies and procedures</b>		
Current written protocols, policies and procedures for delivering our services and responsibilities Current information only	Hard copy or website	See costs schedule below
Policies and procedures for the conduct of council business: <ul style="list-style-type: none"> <li>• Procedural standing orders</li> <li>• Financial Regulations</li> <li>• Code of Conduct</li> <li>• Policy statements</li> </ul>	Hard copy/email from the clerk Parish council website	See costs schedule below
Policies and procedures for the provision of services and about the employment of staff: <ul style="list-style-type: none"> <li>• Internal policies relating to the delivery of services</li> <li>• Equality and diversity policy</li> <li>• Health and safety policy</li> <li>• Recruitment policies (including current vacancies)</li> <li>• Policies and procedures for handling requests for information</li> <li>• Complaints procedures (including those covering requests for information and operating the publication scheme)</li> </ul>	Hard copy/email from the clerk Parish council website	See costs schedule below
Information security policy	Hard copy/email from the clerk Parish council website	See costs schedule below

Records management policies (records retention, destruction and archive)	Hard copy/email from the clerk Parish council website	See costs schedule below
Data protection policies	Hard copy/email from the clerk Parish council website	See costs schedule below
Schedule of charges (for the publication of information)	See schedule below	
<b>Class 6 – Lists and Registers</b>		
Currently maintained lists and registers only	Hard copy or website; (some information may only be available by inspection)	See costs schedule below
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	Hard copy/email from the clerk	See costs schedule below
Assets Register	Hard copy/email from the clerk Parish council website	See costs schedule below
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)	Wiltshire council website	
Register of members' interests	Wiltshire council website	
Register of gifts and hospitality	Hard copy/email from the clerk	See costs schedule below
<b>Class 7 – The services we offer</b>		

(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only	Hard copy or website; (some information may only be available by inspection)	See costs schedule below
Allotments	Hard copy/email from the clerk Parish council website	See costs schedule below
Seating and litter bins	Hard copy/email from the clerk Parish council website	See costs schedule below
Bus shelters	Hard copy/email from the clerk Parish council website	See costs schedule below
<b>Additional Information</b>		
This will provide Councils with the opportunity to publish information that is not itemised in the lists above	None	

**Contact details:**

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## SCHEDULE OF CHARGES

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
<b>Disbursement cost</b>	Photocopying @ 10p per sheet (black & white)	Based on computer printing
	Photocopying @ 25p per sheet (colour)	Based on computer printing
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Statutory Fee</b>	In accordance with the relevant legislation (quote the actual statute)	