



Information available from Long Sutton 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 N.B. Councils should already be publishing as much information as possible about how they can be contacted.</p>	(paper copy and/or website: www.longsutton-pc.gov.uk)	
Who's who on the Council and its Committees	Clerk	10p per sheet+ P&P
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and/or email address (if used))	Website and clerk	10p per sheet+ P&P
Location of main Council office and accessibility details	clerk	10p per sheet+ P&P
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 and/or website)	
Annual return form and report by auditor	Website and clerk	10p per sheet+ P&P
Finalised budget	Clerk	10p per sheet+ P&P
Precept	Clerk	10p per sheet+ P&P
Borrowing Approval letter	N/A	
Financial Standing Orders and Regulations	Website and clerk	10p per sheet + p&p



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Grants given and received	clerk	10p per sheet+ P&P
List of current contracts awarded and value of contract	clerk	10p per sheet+ P&P
Members' allowances and expenses	N/A	
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)	(hard copy or website)	
Parish Plan (current and previous year as a minimum)	website	
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Website and clerk	10p per sheet+ P&P
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)	(hard copy or website)	
Current and previous council year as a minimum		
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Clerk	10p per sheet+ P&P
Agendas of meetings (as above)	Website/clerk/noticeboards	10p per sheet+ P&P
Minutes of meetings (as above) – NB this will exclude information that is properly regarded as private to the meeting.	Website/clerk/noticeboard	10p per sheet+ P&P
Reports presented to council meetings - NB this will exclude information that is properly regarded as private to the meeting.	clerk	10p per sheet + p&p
Responses to consultation papers	clerk	10p per sheet + p&p



Information to be published	How the information can be obtained	Cost
Responses to planning applications	Somerset Council website www.somerset.gov.uk and clerk	
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 or website)	
<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>	Clerk	10p per sheet+ P&P
<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>	Clerk	10p per sheet+ P&P
Information security policy	In progress	10p per sheet + p&p

Information to be published	How the information can be obtained	Cost
Records management policies (records retention, destruction and archive)	Clerk	10p per sheet + p&p
Data protection policies	Clerk	10p per sheet + p&p
Schedule of charges (for the publication of information)	Clerk	10p per sheet + p&p
Class 6 – Lists and Registers	(hard copy or website; some information may only be available by inspection)	
Currently maintained lists and registers only		
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	N/A	
Assets Register	Clerk	10p per sheet + p&p
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)		
Register of members' interests	SSDC website, link via community website, clerk	10p per sheet + p&p
Register of gifts and hospitality	N/A	
Class 7 – The services we offer	(hard copy or website; some information may only be available by inspection)	
(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)		
Current information only		
Allotments	N/A	
Burial grounds and closed churchyards	N/A	
Community centres and village halls	clerk	10p per sheet + p&p
Parks, playing fields and recreational facilities	N/A	
Seating, litter bins, clocks, memorials and lighting	Clerk	10p per sheet + p&p
Bus shelters	N/A	



Information to be published	How the information can be obtained	Cost
Markets	N/A	
Public conveniences	N/A	
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	

Contact details:

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Langport
TA10 9PS

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Telephone: 07561 695671



Exempt material:

Personal Information relating to Councillors (other than required to be declared in the Member's Register of Interests)
 Personal Information relating to employees
 Tenders and bids from contractors and suppliers

Note: Data Protection Legislation prohibits the publication of certain categories of information.

Notice boards: Agenda appears on all Parish Council notice boards – village shop, Langport Road, Knole and Upton.
 Minutes appear on the village shop notice board only.

SCHEDULE OF CHARGES

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 @ .10.p per sheet (black & white)	Actual cost 10p*
	Photocopying @ .10.p per sheet (colour)	Actual cost 10p*
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)
Other	A search of archived records (for example pre 2010 council minutes)	£50 per search

* the actual cost incurred by the public authority