

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

Information to be published	How the information can be obtained	Cost
<p><b>Class1 - Who we are and what we do</b> (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>	(Hard copy and/or web site)	
Who's who on the Council and its Committees	Website/hard copy	Free/10p per sheet
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website/hard copy	Free/10p per sheet
Location of main Council office and accessibility details	Not applicable	
Staffing structure	Not applicable	
<p><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)</p> <p>Current and previous financial year as a minimum</p>	(hard copy and/or website)	

Annual return form and report by auditor	Hard copy	10p per sheet
Finalised budget	Website/hard copy	Free/10p per sheet
Precept	Website/hard copy	Free/10p per sheet
Borrowing Approval letter	Not applicable	
Financial Standing Orders and Regulations	Hard copy	10p per sheet
Grants given and received	Website/hard copy	Free/10p per sheet
List of current contracts awarded and value of contract	Website/hard copy	Free/10p per sheet
Members' allowances and expenses	Not applicable	
<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)	(hard copy or website)	
Parish Plan (current and previous year as a minimum)	Not applicable	
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Website/hard copy	Free/10p per sheet
Quality status	Not applicable	
Local charters drawn up in accordance with DCLG guidelines	Not applicable	
<b>Class 4 – How we make decisions</b> (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)	Website/hard copy	Free/10p per sheet
Agendas of meetings (as above)	Website/hard copy	Free/10p per sheet
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Website/hard copy	Free/10p per sheet
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Website/hard copy	Free/10p per sheet
Responses to consultation papers	Website/hard copy	Free/10p per sheet
Responses to planning applications	Website/hard copy	Free/10p per sheet
Bye-laws	Not applicable	
<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)	
Policies and procedures for the conduct of council business:  Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements	Website/hard copy	Free/10p per sheet

<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>	<p>Not applicable          Under development          Under development          Not applicable          Web site/hard copy          Under development</p>	<p>Free/10p per sheet</p>
Information security policy	Under development	
Records management policies (records retention, destruction and archive)	Under development	
Data protection policies	Under development	
Schedule of charges (for the publication of information)	Website/hard copy development	Free, 10p per sheet
<p><b>Class 6 – Lists and Registers</b></p> <p>Currently maintained lists and registers only</p>	(hard copy or website; some information may only be available by inspection)	
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	Hard copy	10p per sheet
Assets Register	Website/hard copy	Free/10p per sheet
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)	Under development	
Register of members' interests	Hard copy	10p per

		sheet
Register of gifts and hospitality	Hard copy	10p per sheet
<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)	
Allotments	Not applicable	
Burial grounds and closed churchyards	Not applicable	
Community centres and village halls	Not applicable	
Parks, playing fields and recreational facilities	Hard copy	10p per sheet
Seating, litter bins, clocks, memorials and lighting	Website/hard copy	Free/10p per sheet
Bus shelters	Website/hard copy	Free/10p per sheet
Markets	Not applicable	
Public conveniences	Not applicable	
Agency agreements	Not applicable	
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Not applicable	
<b>Additional Information</b> This will provide Councils with the opportunity to publish information that is not itemised in the lists above	Website/hard copy	Free/10p per sheet

<b>Note. The Council reserves the right to decline a request if the cost of complying would be disproportionate or to charge for staff time. Every effort would be made to achieve a compromise.</b>		

**Contact details:**

[Guildensuttonpc@aol.com](mailto:Guildensuttonpc@aol.com)

**1 Orchard Croft, Guilden Sutton, Chester CH3 7SL**

**SCHEDULE OF CHARGES**

This describes how the charges have been arrived at and should be published as part of the guide.

<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b>BASIS OF CHARGE</b>
<b>Disbursement cost</b>	Photocopying @ 10p per sheet (black & white)	Actual cost *
	Photocopying @ ..p per sheet (colour)	Not available
	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)
<b>Other</b>		

\* the actual cost incurred by the public authority