Information available from Suckley Parish Council under the model publication scheme

Website: www.suckleyparishcouncil.gov.uk / email: clerk@suckleyparishcouncil.gov.uk Tel: 07943 418262

Information to be published **All charges for paper copy are 10p per A4 side, please see end of document for further charges**	**How the information can be obtained**		
Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only	**Paper copy**	**Website**	**Email / phone**
Who's who on the Council and its Committees	✓	✓	✓
Contact details for Parish Clerk and Council members	✓	✓	✓
Staffing structure	✓	✓	✓
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). Current and previous financial year as a minimum			
Annual return form and report by auditor	✓	✓	✓
Finalised budget	✓	✓	✓
Precept	✓	✓	✓
Financial Standing Orders and Regulations	✓	✓	✓
Grants given and received	✓	✓	✓
List of current contracts awarded and value of contract	✓		✓
Members' allowances and expenses	✓		✓
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Class 3 – What our priorities are and how we are doing	**Paper**	**Website**	**Email /**

(Strategies and plans, performance indicators, audits, inspections and reviews)	**copy**		**phone**
Annual Plan	✓	✓	✓
Annual Report to Parish Meeting (current and previous year as a minimum)	✓	✓	✓
Local Council Award Scheme	✓	✓	✓
Class 4 – How we make decisions (Decision making processes & records of decisions) Current and previous council year as a minimum			
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	✓	✓	✓
Agendas of Parish Council meetings	✓	✓	✓
Minutes of Parish Council meetings NB this will exclude information that is properly regarded as private to the meeting.	✓	✓	✓
Reports presented to council meetings NB this will exclude information that is properly regarded as private to the meeting.	✓	✓	✓
Responses to consultation papers	✓	✓	✓
Responses to planning applications	✓	✓	✓
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 (listed on next page)	✓	✓	✓
Standing Orders	✓	✓	✓
Delegated authority in respect of officers (Scheme of Delegation)	✓	✓	✓
Members' Code of Conduct	✓	✓	✓
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Class 5 – Our policies and procedures	**Paper**	**Website**	**Email /**

List of policies:	copy		phone
Safeguarding	✓	✓	✓
Equality and Diversity policy	✓	✓	✓
IT Policy	✓	✓	✓
Information security policy = Data Protection Policy , FB	✓	✓	✓
Recruitment policies – co-option	✓	✓	✓
Records management policies (records retention, destruction and archive)	✓	✓	✓
Schedule of charges for the publication of information	✓	✓	✓
Class 6 – Lists and Registers Currently maintained lists and registers only			
Assets Register	✓	✓	✓
Register of members' interests (link provided to District Council)	✓	✓	✓
Register of gifts and hospitality	✓		
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			
The Parish Council currently has no responsibility for any of the following possible undertakings: Allotments, burial grounds and closed churchyards, community centres and village halls, parks, playing fields and recreational facilities, litter bins, clocks, memorials and lighting, bus shelters, markets, public conveniences			
The Parish Council does have responsibility for: Grass cutting, notice boards,	✓	✓	✓
Agency agreements : Lengthsman Service via Worcs County Council	✓		✓
Newsletters	✓	✓	✓

Contact details: **By post to: Clerk to the Council, White Cottage, Pershore Lane, Martin Hussingtree, Worcester, WR3 8TA**
E-mail: clerk@suckleyparishcouncl.gov.uk : www.suckleyparishcouncil.gov.uk

SCHEDULE OF CHARGES

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 10p per sheet (b/w) up to 20 copies	Actual cost
	Photocopying @ 20p per sheet (colour) up to 20 copies	Actual cost
	Photocopying @ 10p per sheet (b/w) + £6 for more than 20 copies	Includes travel costs
	Photocopying @ 20p per sheet (colour) + £6 for more than 20 copies	Includes travel costs
	Postage	Actual cost of Royal Mail std 2nd class
Statutory Fee	As applicable	As per relevant legislation
Other		