

**Information available from Shaugh Prior Parish Council under the Model Publication Scheme**

**Adopted by SPPC March 2024 – Minute Ref 27/24**

<b>Information to be Published</b>	<b>How the Information can be obtained</b>	<b>Cost</b>
<b>Class 1</b> <b>Who we are and what we do.</b> (organisational information, structures, locations & contacts)		
Who's who on the Council and its' Committees	Hard copy from Clerk Website	10p/sheet Free
Contact details for Parish Clerk and Council Members	Hard copy from Clerk Website	10p/sheet Free
<b>Class 2 – What we spend and how we spend it</b> (Financial information relating to projected and actual income contracts and expenditure, procurement, contracts and financial audit) Current and previous financial year		
Annual return form and report by auditor	Hard copy from Clerk Website	10p/sheet Free
Finalised budget	Hard copy from Clerk Website	10p/sheet Free
Precept	Hard copy from Clerk Website	10p/sheet Free
Financial Regulations and Standing Orders	Hard copy from Clerk Website	10p/sheet Free
Grants given and received	Hard copy from Clerk	10p/sheet
List of current contracts awarded and values	Hard copy from Clerk	10p/sheet
Members' allowances and expenses	Hard copy from Clerk	10p/sheet
<b>Class 3 – What are priorities are and how we are doing?</b>		

Parish Plan	Website	Free
Parish Council Community Fund Application Form	Hard copy from Clerk Website	10p/sheet Free
<b>Class 4 – How we make decisions</b>		
Timetable of Meetings (Council, any committee/sub-committee meetings and Parish meetings)	Hard copy from Clerk Website	10p/sheet Free
Agendas of Meetings (as above)	Hard copy from Clerk Website Displayed on Parish Notice Boards	10p/sheet Free Free
Minutes of Meetings (as above) – NB this will exclude information that is properly regarded as private to that meeting	Hard copy from Clerk Website Displayed on Parish Notice Boards	10p/sheet Free Free
Reports presented to Council Meetings – NB this will exclude information that is properly regarded as private to that meeting	Hard copy from Clerk	10p/sheet
Responses to consultation papers	Hard copy from Clerk	10p/sheet
Responses to planning applications	Hard copy from Clerk Website - Local Planning Authority (District/County Council)	10p/sheet Free
<b>Class 5 – Our Policies and Procedures</b>		
Policies and procedures for the conduct of Council business: <ul style="list-style-type: none"> <li>• Procedural standing orders</li> <li>• Code of Conduct</li> </ul>	Hard copy from Clerk Website	10p/sheet Free
Policies and procedures for the provision of services and about the employment of staff: <ul style="list-style-type: none"> <li>• Grievance Procedures</li> <li>• Equal Opportunities Policy</li> <li>• Disciplinary Procedures</li> </ul>	Hard copy from Clerk Website	10p/sheet Free

Data Protection Policy	Hard copy from Clerk Website	10p/sheet Free
Schedule of charges for the publication of information	Hard copy from Clerk Website	10p/sheet Free
<b>Class 6 – Lists and Registers</b>		
Register of Assets	Hard copy from Clerk Website	10p/sheet Free
Register of Members' Interests	Website	Free
<b>Class 7 – The services we offer</b> (information about the services we offer including leaflets, guidance and newsletter produced for the public and businesses) – current information only		
Play Areas	Website or Inspection only	Free
Seating	Website or Inspection only	Free
Bus Shelters	Website or Inspection only	Free

*Please note the fees mentioned above do not include postage which will also be payable as part of any FOI request.*

Contact details: [scott.smy@shaughpriorparish.gov.uk](mailto:scott.smy@shaughpriorparish.gov.uk)

01752 698305