

# Sutton Bridge Parish Council Publication Scheme Charges

## **Background**

The Freedom of Information Act 2000 received Royal Assent on 30th November 2000. The Act defines the public authorities that are covered by the Act and so are required to adopt and maintain a publication scheme. Paragraph 7, Part II of Schedule 1 of the Freedom of Information Act defined a "local council" within the meaning of the Local Government Act 1972 as a public authority.

## **What is a Publication Scheme?**

Under the Act, every public authority is required to adopt and maintain a Publication Scheme. This scheme provides the public with a structured listing of any information released, with authorities undertaking a commitment to make it available to all. The scheme must set out how the Parish Council intends to charge for providing the information. In this scheme, the term "publication" refers to documents available in a variety of formats.

## **Model Scheme**

Sutton Bridge Parish Council's publication scheme defines information that the Parish Council holds, and which is accessible to members of the public. The Parish Council strives to be as open as possible with local government information and the work it does. The Parish Council wishes to introduce greater openness and to continue to seek ways to make even more information available to the public.

## **What Charges are there?**

Where a member of the public is seeking to obtain a copy of information included in this Parish Council's publication scheme, the council may set reasonable charges for this. Costs are available on application by post to the Clerk and may include photocopying costs, postage (where incurred) and staff time.

## **Confidentiality Notice**

Sutton Bridge Parish Council's policy is to be as open as possible and to supply the information requested, but the Parish Council may withhold any information if it considers its release not to be in the public interest and could cause significant harm. Any sensitive and confidential information is exempt from public dissemination.

## **Requests for Information**

Requests for information should be made to the clerk: Robert Smith, Sutton Bridge Parish Council, The Curlew Centre, Bridge Road, Sutton Bridge, Lincolnshire, PE12 9QQ. Email: [clerk@suttonbridge-pc.gov.uk](mailto:clerk@suttonbridge-pc.gov.uk).

The request must include details of the applicant's address in the Parish and the information sought.

The Parish Council will respond within 20 days of the request. If a fee is required, the Parish Council can extend this period up to 3 months until the fee is paid.

**Information available from Sutton Bridge Parish Council under the model publication scheme as issued by the Information Commissioner's Office**

<b>Information published</b>	<b>How the information can be obtained</b>	<b>Cost</b>
<b>Class1 - Who we are and what we do</b>		
Who's who on the Council and its Committees	<a href="#">Website*</a>	Free
Contact details for Parish Clerk and Council members	<a href="#">Website</a>	Free
Location of main Council office and accessibility details	<a href="#">Website</a>	Free
Staffing structure	Clerk	Free
<b>Class 2 – What we spend and how we spend it</b>		
Annual return form and report by auditor	<a href="#">Website</a>	Free
Finalised budget	<a href="#">Website</a>	Free
Precept	<a href="#">Website</a>	Free
Borrowing Approval letter	<a href="#">Website</a>	Free
Financial Standing Orders and Regulations	<a href="#">Website</a>	Free
Grants given and received	<a href="#">Website</a>	Free
List of current contracts awarded and value of contract	<a href="#">Website</a>	Free
Members' allowances and expenses	<a href="#">Website</a>	Free
<b>Class 3 – What our priorities are and how we are doing</b>		
Parish Plan	N/A	
Annual Report to Parish Meeting	<a href="#">Website</a>	Free
Quality status	Clerk	Free
Local charters drawn up in accordance with DCLG guidelines	N/A	
<b>Class 4 – How we make decisions</b>		
Timetable of meetings	<a href="#">Website</a>	Free
Agendas of meetings	<a href="#">Website</a>	Free
Minutes of meetings	<a href="#">Website</a>	Free
Reports presented to council meetings	<a href="#">Website</a>	Free
Responses to consultation papers	<a href="#">Website</a>	Free
Responses to planning applications	<a href="#">Website</a>	Free
Byelaws	N/A	
<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> </ul>	<a href="#">Website*</a>	Free

<ul style="list-style-type: none"> <li>• Committee and sub-committee terms of reference</li> <li>• Delegated authority in respect of officers</li> <li>• Code of Conduct</li> <li>• Policy statements</li> </ul>	<a href="#">Website*</a> <a href="#">Website*</a> <a href="#">Website*</a> <a href="#">Website*</a>	Free Free Free Free
Policies and procedures for the provision of services and about the employment of staff: <ul style="list-style-type: none"> <li>• Internal instructions to staff and 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>	<a href="#">Website*</a> <a href="#">Website*</a> <a href="#">Website*</a> <a href="#">Website*</a> <a href="#">Website*</a> <a href="#">Website*</a>	Free Free Free Free Free Free
Information security policy	<a href="#">Website*</a>	Free
Records management policies (records retention, destruction and archive)	<a href="#">Website*</a>	Free
Data protection policies	<a href="#">Website*</a>	Free
Schedule of charges (for the publication of information)	<a href="#">Website*</a>	Free
<b>Class 6 – Lists and Registers</b>		
Assets register	<a href="#">Website</a>	Free
Disclosure log	N/A	
Register of members' interests	<a href="#">Website</a>	Free
Register of gifts and hospitality	<a href="#">Website*</a>	
<b>Class 7 – The services we offer</b>		
Allotments	<a href="#">Website*</a>	Free
Burial grounds and closed churchyards	<a href="#">Website*</a>	Free
Community centres and village halls	N/A	
Parks, playing fields and recreational facilities	<a href="#">Website*</a>	Free
Seating, litter bins, clocks, memorials, and lighting	<a href="#">Website*</a>	Free
Bus shelters	<a href="#">Website*</a>	Free
Markets	N/A	
Public conveniences	N/A	
Agency agreements	<a href="#">Website*</a>	Free
Services for which the council is entitled to recover a fee, together with those fees	<a href="#">Website*</a>	Free

\* Items listed that are temporarily unavailable while the new website is being populated may be obtained free of charge on application to the clerk.

<b>Additional Information</b>		
Other information not listed above	Clerk	£25 per hour (min 0.5 hours) + disbursements

### Contact details:

Clerk

Sutton Bridge Parish Council

The Curlew Centre

Bridge Road

Sutton Bridge

Lincolnshire

PE12 9QQ

Email: [clerk@suttonbridge-pc.gov.uk](mailto:clerk@suttonbridge-pc.gov.uk)

### SCHEDULE OF CHARGES

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
<b>Disbursement cost</b>	A4 Photocopying @ £0.10 per sheet (black & white)	Estimate of actual cost
	A4 Photocopying @ £0.50 (colour)	Estimate of actual cost
	A3 Photocopying @ £0.20 per sheet (black & white)	Estimate of actual cost
	A3 Photocopying @ £1.00 (colour)	Estimate of actual cost
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Staff Time</b>	£25.00	The Freedom of Information and Data Protection (Appropriate Limit and Fees) Regulations 2004 (s.4.(4))