

Information available from Sawtry Parish Council under the model publication scheme - August 2016, reviewed October 2021

Information to be published	How the information can be obtained Website (W), Hard Copy (H)
<b>Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts)</b>	
Who's who on the Council and its Committees	W and H (newsletter, noticeboards)
Contact details for Parish Clerk and Council members	W and H (newsletter, letterhead, noticeboards)
Location of main Council office and accessibility details	W and H (newsletter, letterhead, noticeboards)
Staffing Structure	W
<b>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)</b>	
Current and previous financial year as a minimum	H and W
Annual return form and report by auditor	H and W
Finalised budget	H
Precept	H
Financial Standing Orders and Regulations	H and W
List of current contracts awarded and value of contract	H
<b>Class 3 - What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)</b>	
Neighbourhood Plan in progress	N/A
Annual Report to Parish Meeting (current and previous year as a minimum)	H and W
<b>Class 4 - How we make decisions (Decision making processes and records of decisions)</b>	
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	W and H (newsletter) Noticeboards
Agendas of meetings	W and H
Minutes of meetings (excluding information that is properly regarded as private to the meeting)	W and H
Reports presented to council meetings - (excluding information that is properly regarded as private to the meeting)	H and W
Responses to consultation papers	H
Responses to planning applications	H and District Council website
<b>Class 5 - Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)</b>	
Policies and procedures for the conduct of council business: Procedural standing orders Committee and sub-committee terms of reference	H and W  H and W
Code of Conduct	H and W
Policy statements	H and W
Policies and procedures for the provision of services and about the employment	H

of staff: 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	H and W H and W H and W
Complaints procedures (including those covering requests for information and operating the publication scheme)	H and W
Records management policies (records retention, destruction and archive)	H
Data protection policies	H and W
Schedule of charges (for the publication of information)	H
<b>Class 6 - Lists and Registers</b>	
Any publicly available register or list	H
Assets Register	H and W
Register of members' interests	H and on District Council website
Register of gifts and hospitality	H
<b>Class 7 - The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)</b>	
Allotments	H and W
Burial grounds and closed churchyards	H (records only available for inspection) and W for general information
Community Centres and village halls	H and W
Parks, playing fields and recreational facilities	H and W
Seating, litter bins, clock, memorials	H and W
Bus shelters	H and W
A summary of services for which the council is entitled to recover a fee	H
<b>Contact details:</b> Sawtry Parish Council The Old School House 37 Green End Road Sawtry Huntingdon PE28 5UY Tel: 01487 831771 Office open 9.00 - 1.00 Monday to Friday (telephone answer machine out of hours) Clerk - <a href="mailto:Clerk@sawtry-pc.gov.uk">Clerk@sawtry-pc.gov.uk</a> Assistant Clerk - <a href="mailto:admin@sawtry-pc.gov.uk">admin@sawtry-pc.gov.uk</a>	

**SCHEDULE OF CHARGES:**

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement Cost	Photocopying @10p per sheet (Black and White)	Actual cost - 10p
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class post