

SOURTON PARISH COUNCIL
 FREEDOM OF INFORMATION -PUBLICATION SCHEME

Information to be published	How the information can be obtained Hard copy/website	Cost £
Class 1 - who we are and what we do List of parish councillors Contact details for Parish Clerk and Council members	Website Website	
Class 2 - What we spend and how we spend it Current financial year Previous financial year Annual return form and report by auditor Finalised budget Precept Financial Standing Orders and Regulations Grants given List of current contracts awarded and value of contract.	Website Website Website Website Website Website Hard copy Hard copy	
Class 3 - what our priorities are and how we are doing Annual Report to Parish current and previous Neighbourhood Plan	website Website	
Class 4 - How we make decisions Timetable of meetings Agendas of meetings Minutes of meetings Reports presented to council meetings Responses to consultation papers Responses to planning applications	Website Website Website Hard copy Website Hard copy	
Class 5 - Our policies and procedures Current policies Standing Orders Code of Conduct	Website Website Website	
Class 6 - Lists and Registers Any publicly available register or list	Hard Copy	
Assets Register	Hard copy	
Register of Interests	WDBC Website	

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Class 7 - The services we offer seating/litter bins, bus shelters	Hard Copy	
Additional Information (information that is not itemised in the lists above.		

Contact Details:

Schedule of Charges

Type of Charge	Descripton	Basis of charge
Disbursement cost	photocopying @ 12p per sheet (black and white)	Actual cost
	photocopying @ 20p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2nd class
Statutory Fee		In accordance with the relevant legislation (quote actual statute)
Other		

APPROVED: 9th Sept 2019

DATE TO BE REVIEWED: Sept 2021