

# Stowey Sutton Parish Council

## PUBLICATION SCHEME

Information available from Stowey Sutton Parish Council under the model publication scheme is listed below. The documents can be inspected at a mutually convenient date and time and/or can be accessed from the council's website: <http://www.stoweysuttonpc.org/>

Information published	How the information can be obtained
<b>Class 1 - Who we are and what we do</b>	
Organisational information, structures, locations and contacts. Current information only.	
Who's who on the Council plus a list of Parish Council Appointments & Working Parties. <a href="http://www.stoweysuttonpc.org/your-councillors.asp">http://www.stoweysuttonpc.org/your-councillors.asp</a>	Website and hard copy
Contact details for Parish Clerk and Council members Named contacts with email address. Full contact details of the Clerk.	Website and hard copy
Staffing structure	Hard copy
<b>Class 2 – What we spend and how we spend it</b>	
Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit. Current and previous financial year.	
Annual return form and report by auditor	Website and hard copy
Finalised budget	Hard copy
Precept	Hard copy
Financial Standing Orders and Regulations	Website and hard copy
Grants given and received	Hard copy
List of current contracts awarded and value of contract	Hard copy
Members' expenses	Hard copy
<b>Class 3 – What our priorities are and how we are doing</b>	
Strategies and plans, performance indicators, audits, inspections and reviews	
Parish Plan	N/A
Neighbourhood Plan	Website and hard copy
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Website and hard copy
<b>Class 4 – How we make decisions</b>	
Decision making processes and records of decisions. Current and previous council year as a minimum.	
Details of Parish Council meetings	Website and hard copy
Agendas of meetings	Website and hard copy
Minutes of meetings – nb this will exclude information that is properly regarded as private to the meeting.	Website and hard copy and on Parish Council notice boards.
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Hard copy
Responses to consultation papers	Hard copy
Responses to planning applications	Hard copy and on B&NES website

<b>Class 5 – Our policies and procedures</b>	
Current written protocols, policies and procedures for delivering our services and responsibilities. Current information only.	
Policies and procedures for the conduct of council business: Including Standing Orders detailing delegated authority and terms of reference and Financial Regulations, Code of Conduct and other Policy statements.	Website and hard copy
Policies and procedures for the provision of services and about the employment of staff: Complaints procedures	Hard copy or website;
Schedule of charges for the publication of information	Contained in this policy
<b>Class 6 – Lists and Registers</b>	
Currently maintained lists and registers only	
Any publicly available register or list If any are held this should be publicised	Hard copy or website; some only by inspection
Assets Register	Website and hard copy
Register of members' interests	B&NES Council Website
Register of gifts and hospitality	Hard copy
<b>Class 7 – The services we offer</b>	
Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses. Current information only.	
Newsletter – to be added to the circulation list, contact the Clerk	Website and/or hard copy. Some information may only be available by inspection.
Parks, Recreation Ground and recreational facilities	
Seating, litter bins, clocks, bus shelters	
<b>Additional Information</b>	

**CONTACT DETAILS:**

Parish Clerk: Jenny Howell  
Stowey Sutton Parish Council  
Address: PO Box 1223, Bristol, BS48 9BS  
Email: [clerk@stoweyesuttonpc.org](mailto:clerk@stoweyesuttonpc.org)  
Website: <http://www.stoweyesuttonpc.org/default.asp>  
Tel: 07902 906993

**CHARGES:**

Photocopying – 10p per A4 sheet  
(black and white)  
Postage – actual cost Royal Mail standard 2<sup>nd</sup> class  
(both costs payable in advance)  
Website – free