

Stowey Sutton Parish Council

PUBLICATION SCHEME

Review

Date	Changes
2nd August 2017	Approved and adopted by the Parish Council
6 th November 2019	Approved and adopted by the Parish Council
1 st November 2020	Review date

Stowey Sutton Parish Council commit to ensure at all times that information is available and transparent as per the Local government transparency code 2015. This scheme was originally adopted by Stowey Sutton Parish Council on 2nd August 2017 and undergoes reviews in line with the schedule detailed above or when there is a change to legislation.

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
Class 1 - Who we are and what we do Organisational information, structures, locations and contacts. Current information only.	
Who's who on the Council plus a list of Parish Council Appointments & Working Parties. http://www.stoweysuttonpc.org/your-councillors.asp	Website and hard copy
Contact details for Parish Clerk and Council members Named contacts with email addresses.	Website and hard copy
Staffing structure	Hard copy
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. 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, included with appropriate minutes	Hard copy
List of current contracts awarded and value of contract	Hard copy
Members' expenses	Hard copy
Class 3 - What our priorities are and how we are doing 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
Class 4 – How we make decisions	
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
Class 5 – Our policies and procedures	
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
Class 6 – Lists and Registers	
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
Class 7 – The services we offer	
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, Open Spaces, Recreation Ground and recreational facilities	
Seating, litter bins, clocks, bus shelters, Community Run Library	
Additional Information	

CONTACT DETAILS:

Parish Clerk: Joanne Bryant
Stowey Sutton Parish Council
Address: PO Box 1290, Bristol, BS39 5XY
Email: clerk@stoweysuttonpc.org
Website: <http://www.stoweysuttonpc.org/default.asp>
Tel: 01275 332 127

CHARGES:

Photocopying – 10p per A4 sheet
(black and white)
Postage – actual cost Royal Mail standard 2nd class
(both costs payable in advance)
Website – free
Annual Governance & Accountability Return
(copy) £5