

## Information available from Sturton By Stow Parish Council under the model publication scheme

Information to be published	How the information can be obtained
<p><b>Class1 - Who we are and what we do</b>            (Organisational information, structures, locations and contacts)</p> <p>This will be current information only</p> <p>N.B. Councils should already be publishing as much information as possible about how they can be contacted.</p>	
<p>Who's who on the Council and its Committees</p>	<p>Old Schoolroom noticeboard            Village green noticeboard</p>
<p>Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))</p>	<p>Old Schoolroom noticeboard</p>
<p><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)</p> <p>Current and previous financial year as a minimum</p>	

Annual return form and report by auditor	The Parish Clerk
Finalised budget	The Parish Clerk
Precept	The Parish Clerk
Borrowing Approval letter	The Parish Clerk
Financial Standing Orders and Regulations	The Parish Clerk
Grants given and received	The Parish Clerk
<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)	
Parish Plan (current and previous year as a minimum)	The Parish Clerk
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	The Parish Clerk
<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions)  Current and previous council year as a minimum	
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Parish Noticeboards
Agendas of meetings (as above)	Parish Noticeboards
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Village green noticeboard & The Parish Clerk
Reports presented to council meetings - nb this will exclude information that is	The Parish Clerk

properly regarded as private to the meeting.	
Responses to consultation papers	The Parish Clerk
Responses to planning applications	The Parish Clerk
Bye-laws	The Parish Clerk
<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:  Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements	The Parish Clerk
Schedule of charges )for the publication of information)	At end of this document
<b>Class 6 – Lists and Registers</b>  Currently maintained lists and registers only	
Assets Register	The Parish Clerk
Register of members' interests	The Parish Clerk

<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	
Meeting room	The Parish Clerk
Parks, playing fields and recreational facilities	The Parish Clerk
Seating, litter bins, clocks, memorials and lighting	The Parish Clerk
Bus shelters	The Parish Clerk

**Contact details:**

**The Parish Clerk: Telephone 07476902278**

**Address: The Old Schoolroom, Tillbridge Road, Sturton by Stow, Lincoln, LN1 2BP.**

**SCHEDULE OF CHARGES**

**£5 per enquiry – any additional charges thereafter to be advised.**

**Adopted by Sturton by Stow Parish Council 7 January 2009**

**Last reviewed: May 2019 reviewed June 2021**

**Reviewed: May 2022**

**Reviewed: May 2023**

**Reviewed: May 2024**