

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

Information to be published	How the information can be obtained
<p>Class1 - Who we are and what we do (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>	
Who's who on the Council and its Committees	Old Schoolroom noticeboard Village Green noticeboard Website
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Old Schoolroom noticeboard Village Green noticeboard Website
<p>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)</p> <p>Current and previous financial year as a minimum</p>	

Annual return form and report by auditor	The Parish Clerk Website
Finalised budget	The Parish Clerk Minutes Website
Precept	The Parish Clerk Minutes Website
Borrowing Approval letter	The Parish Clerk
Financial Standing Orders and Regulations	The Parish Clerk Website
Grants given and received	The Parish Clerk Minutes Website
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)	
Parish Plan (current and previous year as a minimum)	The Parish Clerk Website Minutes
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	The Parish Clerk Minutes Website

Class 4 – How we make decisions (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 Website
Agendas of meetings (as above)	Parish Noticeboards Website
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	The Parish Clerk Website Hard Copy available on the Old Schoolroom noticeboard
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	The Parish Clerk Website
Responses to consultation papers	The Parish Clerk Website
Responses to planning applications	The Parish Clerk Minutes Planning Portal
Bye-laws	The Parish Clerk

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: Procedural Standing Orders Financial Regulations (HR) Sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Grant Policy Safeguarding Policy Communication Policy Equal Opportunities Policy Media Policy Disciplinary Policy Co-option Policy and Procedure Model Publication Scheme Complaints Policy Retention Policy General Privacy Policy Data Protection Policy Data Map Data Breach Subject Access Request Parish Council Risk Management	The Parish Clerk Website
Schedule of charges (for the publication of information)	At end of this document

Class 6 – Lists and Registers	
Currently maintained lists and registers only	
Assets Register	The Parish Clerk Website
Register of members' interests	The Parish Clerk Website link to WLDC
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	
Meeting room	The Parish Clerk Available to Hire via poster on noticeboards
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:

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

E-mail: sturtonpc1@gmail.com

Telephone: 07476902278

Parish Council Website: <https://sturton-stow.parish.lincolnshire.gov.uk/>

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,

Reviewed May 2025 (Amendments adding ‘website and minutes’ to how information can be obtained and updating policy list for the conduct of council business).

Next Review: May 2026