

## 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>	
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><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 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
<b>Class 3 – What our priorities are and how we are</b>	

<b>doing</b> (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
<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 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
<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	The Parish Clerk/Website
Financial Regulations	The Parish Clerk/Website
(HR) Sub-committee terms of reference	The Parish Clerk/Website
Delegated authority in respect of officers	The Parish Clerk
Code of Conduct	The Parish Clerk/Website
Grant Policy	The Parish Clerk/Website
Safeguarding Policy	The Parish Clerk/Website
Communication Policy	The Parish Clerk/Website
Equal Opportunities Policy	The Parish Clerk/Website
Media Policy	The Parish Clerk/Website
Disciplinary Policy	The Parish Clerk/Website
Co-option Policy and Procedure	The Parish Clerk/Website
Model Publication Scheme	The Parish Clerk/Website
Complaints Policy	The Parish Clerk/Website
Retention Policy	The Parish Clerk/Website
General Privacy Policy	The Parish Clerk/Website
Data Protection Policy	The Parish Clerk/Website
Data Map	The Parish Clerk/Website
Data Breach	The Parish Clerk/Website
Subject Access Request	The Parish Clerk/Website
Parish Council Risk Management	The Parish Clerk/Website
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 Website
Register of members' interests	The Parish Clerk Website link to WLDC

<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 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](mailto: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**