



Sprotbrough and Cusworth Parish Council
 Goldsmith Centre, 259 Sprotbrough Road,
 Sprotbrough, Doncaster, DN5 8BP
 T: (01302) 788093 E: sprotcuspc@btconnect.com
www.sprotbroughandcusworthparishcouncil.gov.uk

Publication Scheme – Adopted 15th October 2020

Information to be published	How the information can be obtained	Cost
<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>	<p>(hard copy or website)</p> <p>www.sprotbroughandcusworthparishcouncil.gov.uk</p> <p>Parish Council Office; Goldsmith Centre 259 Sprotbrough Road, Sprotbrough, Doncaster, DN5 8BP</p> <p>sprotcuspc@btconnect.com 01302 788093</p>	

Who's who on the Council and its Committees	Website Hard copy	Free 15p per page plus postage
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website Hard copy	Free 15p per page plus postage
Location of main Council office and accessibility details	Website	Free
Staffing structure	Website Hard copy	Free 15p per page plus postage
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 as a minimum	www.sprotbroughandcusworthparishcouncil.gov.uk Parish Council Office; Goldsmith Centre 259 Sprotbrough Road, Sprotbrough, Doncaster, DN5 8BP sprotcuspc@btconnect.com 01302 788093	Free 15p per page plus postage
Annual return form and report by auditor	Website Hard copy	Free

		15p per page plus postage
Finalised budget	Website Hard copy	Free 15p per page plus postage
Precept	Website Hard copy	Free 15p per page plus postage
Borrowing Approval letter	None currently	
Financial Standing Orders and Regulations	Website Hard copy	Free 50p per page plus postage
Grants given and received	Website Hard copy	Free 15p per page plus postage
List of current contracts awarded and value of contract	Website Hard copy	Free 15p per page plus postage
Members' allowances and expenses	Hard copy Available to view at PC office by appointment only	15p per page plus postage
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)	(hard copy or website) www.sprotbroughandcusworthparishcouncil.gov.uk Parish Council Office;	

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Parish Action Plan (2020-21 was first year it was produced)	Website Hard copy	Free 15p per page plus postage
Annual Report to Parish Meeting (current and previous year as a minimum)	Website Hard copy	Free 15p per page plus postage
Quality status	Website Hard copy	Free 15p per page plus postage
Local charters drawn up in accordance with DCLG guidelines	Not applicable	
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum	(hard copy or website) www.sprotbroughandcuswo rthparishcouncil.gov.uk Parish Council Office; Goldsmith Centre 259 Sprotbrough Road, Sprotbrough, Doncaster, DN5 8BP sprotcuspc@btconnect.com	

	01302 788093	
Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	Website Hard copy	Free 15p per page plus postage
Agendas of meetings (as above)	Website Hard copy	Free 15p per page plus postage
Minutes of meetings (as above) – excluding information that is properly regarded as private to the meeting.	Website Hard copy	Free 15p per page plus postage
Reports presented to council meetings – excluding information that is properly regarded as private to the meeting.	Website Hard copy	Free 15p per page plus postage
Responses to consultation papers	Website Hard copy	Free 15p per page plus postage
Responses to planning applications	Website Hard copy	Free 15p per page plus postage
Bye-laws	Hard copy	15p per page plus postage
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)		
	www.sprotbroughandcusworthparishcouncil.gov.uk	

Current information only	Parish Council Office; Goldsmith Centre 259 Sprotbrough Road, Sprotbrough, Doncaster, DN5 8BP sprotcuspc@btconnect.com 01302 788093	
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	Website Hard copy	Free 15p per page plus postage
Policies and procedures for the provision of services and about the employment of staff: Equality and diversity policy Health and safety policy Recruitment policies (including current vacancies) Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme)	Website Hard copy	Free 15p per page plus postage
Information security policy	Website Hard copy	Free 15p per page plus postage
Records management policies (records retention, destruction and archive)	Website Hard copy	Free

		15p per page plus postage
Data protection policies	Website Hard copy	Free 15p per page plus postage
Schedule of charges (for the publication of information)	Website Hard copy	Free 15p per page plus postage
Class 6 – Lists and Registers		
Currently maintained lists and registers only	(hard copy or website; some information may only be available by inspection) www.sprotbroughandcusworthparishcouncil.gov.uk Parish Council Office; Goldsmith Centre 259 Sprotbrough Road, Sprotbrough, Doncaster, DN5 8BP sprotcuspc@btconnect.com 01302 788093	
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	Website Hard copy	Free

		15p per page plus postage
Assets register	Website Hard copy	Free 15p per page plus postage
Disclosure log (indicating the information that has been provided in response to requests; recommended as good practice, but may not be held by parish councils)	Website Hard copy	Free 15p per page plus postage
Register of members' interests	Website Hard copy	Free 15p per page plus postage
Register of gifts and hospitality	Website Hard copy	Free 15p per page plus postage
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		
	(hard copy or website; some information may only be available by inspection) www.sprotbroughandcusworthparishcouncil.gov.uk Parish Council Office; Goldsmith Centre 259 Sprotbrough Road, Sprotbrough, Doncaster, DN5 8BP	

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Allotments	Website Hard copy	Free 15p per page plus postage
Community centres and village halls	Website Hard copy	Free 15p per page plus postage
Parks, playing fields and recreational facilities	Website Hard copy	Free 15p per page plus postage
Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above	(hard copy or website; some information may only be available by inspection) www.sprotbroughandcusworthparishcouncil.gov.uk Parish Council Office; Goldsmith Centre 259 Sprotbrough Road, Sprotbrough, Doncaster, DN5 8BP	

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Newsletters	Website Hard copy	Free 15p per page plus postage

Policy reviewed August 2021

Next review date August 2022