



**Sprotbrough and Cusworth Parish Council**

Goldsmith Centre, 259 Sprotbrough Road,  
Sprotbrough, Doncaster, DN5 8BP

T: (01302) 788093

E: [clerk@sprotbroughandcusworthparishcouncil.gov.uk](mailto:clerk@sprotbroughandcusworthparishcouncil.gov.uk)

W: [www.sprotbroughandcusworthparishcouncil.gov.uk](http://www.sprotbroughandcusworthparishcouncil.gov.uk)

**Publication Scheme – Adopted 15<sup>th</sup> October 2020**

| Information to be published  | How the information can be obtained  | Cost |
|--|--|------|
| <p><b>Class1 - Who we are and what we do</b><br/>(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><a href="http://www.sprotbroughandcusworthparishcouncil.gov.uk">www.sprotbroughandcusworthparishcouncil.gov.uk</a></p> <p>Parish Council Office;<br/>Goldsmith Centre<br/>259 Sprotbrough Road,<br/>Sprotbrough,<br/>Doncaster,<br/>DN5 8BP</p> <p><a href="mailto:clerk@sprotbroughandcusworthparishcouncil.gov.uk">clerk@sprotbroughandcusworthparishcouncil.gov.uk</a></p> |      |

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|   | 01302 788093   |                                   |
| Who's who on the Council and its Committees   | Website<br>Hard copy   | Free<br>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<br>Hard copy   | Free<br>15p per page plus postage |
| Location of main Council office and accessibility details   | Website  | Free                              |
| Staffing structure  | Website<br>Hard copy   | Free<br>15p per page plus postage |
| <b>Class 2 – What we spend and how we spend it</b><br>(Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit) |  |                                   |
| Current and previous financial year as a minimum  | <a href="http://www.sprotbroughandcusworthparishcouncil.gov.uk">www.sprotbroughandcusworthparishcouncil.gov.uk</a><br><br>Parish Council Office;<br>Goldsmith Centre<br>259 Sprotbrough Road,<br>Sprotbrough,<br>Doncaster,<br>DN5 8BP<br><br><a href="mailto:clerk@sprotbroughandcusworthparishcouncil.gov.uk">clerk@sprotbroughandcusworthparishcouncil.gov.uk</a><br>01302 788093<br><br>Website<br>Hard copy | Free<br>15p per page plus postage |

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| Annual return form and report by auditor   | Website<br>Hard copy   | Free<br>15p per page plus postage |
| Finalised budget   | Website<br>Hard copy   | Free<br>15p per page plus postage |
| Precept  | Website<br>Hard copy   | Free<br>15p per page plus postage |
| Borrowing Approval letter  | None currently   |                                   |
| Financial Standing Orders and Regulations  | Website<br>Hard copy   | Free<br>50p per page plus postage |
| Grants given and received  | Website<br>Hard copy   | Free<br>15p per page plus postage |
| List of current contracts awarded and value of contract  | Website<br>Hard copy   | Free<br>15p per page plus postage |
| Members' allowances and expenses   | Hard copy<br>Available to view at PC office by appointment only  | 15p per page plus postage         |
| <b>Class 3 – What our priorities are and how we are doing</b><br>(Strategies and plans, performance indicators, audits, inspections and reviews) |  |                                   |
|  | (hard copy or website)<br><a href="http://www.sprotbroughandcusworthparishcouncil.gov.uk">www.sprotbroughandcusworthparishcouncil.gov.uk</a> |                                   |

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| Parish Action Plan (2020-21 was first year it was produced)  | Website<br>Hard copy   | Free<br>15p per page plus postage |
| Annual Report to Parish Meeting (current and previous year as a minimum)   | Website<br>Hard copy   | Free<br>15p per page plus postage |
| Quality status   | Website<br>Hard copy   | Free<br>15p per page plus postage |
| Local charters drawn up in accordance with DCLG guidelines   | Not applicable   |                                   |
| <b>Class 4 – How we make decisions</b><br>(Decision making processes and records of decisions)<br><br>Current and previous council year as a minimum | (hard copy or website)<br><br><a href="http://www.sprotbroughandcusworthparishcouncil.gov.uk">www.sprotbroughandcusworthparishcouncil.gov.uk</a><br><br>Parish Council Office;<br>Goldsmith Centre<br>259 Sprotbrough Road,<br>Sprotbrough,<br>Doncaster,  |                                   |

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| Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)                       | Website<br>Hard copy  | Free<br>15p per page plus postage |
| Agendas of meetings (as above)   | Website<br>Hard copy  | Free<br>15p per page plus postage |
| Minutes of meetings (as above) – excluding information that is properly regarded as private to the meeting.        | Website<br>Hard copy  | Free<br>15p per page plus postage |
| Reports presented to council meetings – excluding information that is properly regarded as private to the meeting. | Website<br>Hard copy  | Free<br>15p per page plus postage |
| Responses to consultation papers   | Website<br>Hard copy  | Free<br>15p per page plus postage |
| Responses to planning applications   | Website<br>Hard copy  | Free<br>15p per page plus postage |
| Bye-laws   | Hard copy   | 15p per page plus postage         |
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| <p><b>Class 5 – Our policies and procedures</b><br/>(Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information only</p>   | <p><a href="http://www.sprotbroughandcusworthparishcouncil.gov.uk">www.sprotbroughandcusworthparishcouncil.gov.uk</a></p> <p>Parish Council Office;<br/>Goldsmith Centre<br/>259 Sprotbrough Road,<br/>Sprotbrough,<br/>Doncaster,<br/>DN5 8BP</p> <p><a href="mailto:clerk@sprotbroughandcusworthparishcouncil.gov.uk">clerk@sprotbroughandcusworthparishcouncil.gov.uk</a><br/>01302 788093</p> |   |
| <p>Policies and procedures for the conduct of council business:</p> <p>Procedural standing orders<br/>Committee and sub-committee terms of reference<br/>Delegated authority in respect of officers<br/>Code of Conduct<br/>Policy statements</p>   | <p>Website<br/>Hard copy</p>  | <p>Free<br/>15p per page plus postage</p> |
| <p>Policies and procedures for the provision of services and about the employment of staff:</p> <p>Equality and diversity policy<br/>Health and safety policy<br/>Recruitment policies (including current vacancies)<br/>Policies and procedures for handling requests for information<br/>Complaints procedures (including those covering requests for information and operating the publication scheme)</p> | <p>Website<br/>Hard copy</p>  | <p>Free<br/>15p per page plus postage</p> |
| <p>Information security policy</p>  | <p>Website</p>  | <p>Free</p>                               |

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|  | Hard copy  | 15p per page plus postage         |
| Records management policies (records retention, destruction and archive) | Website<br>Hard copy   | Free<br>15p per page plus postage |
| Data protection policies   | Website<br>Hard copy   | Free<br>15p per page plus postage |
| Schedule of charges (for the publication of information)                 | Website<br>Hard copy   | Free<br>15p per page plus postage |
| <b>Class 6 – Lists and Registers</b>                                     |  |                                   |
| Currently maintained lists and registers only                            | (hard copy or website; some information may only be available by inspection)<br><br><a href="http://www.sprotbroughandcusworthparishcouncil.gov.uk">www.sprotbroughandcusworthparishcouncil.gov.uk</a><br><br>Parish Council Office;<br>Goldsmith Centre<br>259 Sprotbrough Road,<br>Sprotbrough,<br>Doncaster,<br>DN5 8BP<br><br><a href="mailto:clerk@sprotbroughandcusworthparishcouncil.gov.uk">clerk@sprotbroughandcusworthparishcouncil.gov.uk</a> |                                   |

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| Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)   | Website<br>Hard copy   | Free<br>15p per page plus postage |
| Assets register  | Website<br>Hard copy   | Free<br>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<br>Hard copy   | Free<br>15p per page plus postage |
| Register of members' interests   | Website<br>Hard copy   | Free<br>15p per page plus postage |
| Register of gifts and hospitality  | Website<br>Hard copy   | Free<br>15p per page plus postage |
| <b>Class 7 – The services we offer</b><br>(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)<br><br>Current information only | (hard copy or website; some information may only be available by inspection)<br><br><a href="http://www.sprotbroughandcusworthparishcouncil.gov.uk">www.sprotbroughandcusworthparishcouncil.gov.uk</a><br><br>Parish Council Office;<br>Goldsmith Centre |                                   |



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| Allotments  | <p>Website<br/>Hard copy</p>  | <p>Free<br/>15p per<br/>page plus<br/>postage</p> |
| Community centres and village halls   | <p>Website<br/>Hard copy</p>  | <p>Free<br/>15p per<br/>page plus<br/>postage</p> |
| Parks, playing fields and recreational facilities   | <p>Website<br/>Hard copy</p>  | <p>Free<br/>15p per<br/>page plus<br/>postage</p> |
|   |   |   |
| <p><b>Additional Information</b><br/>This will provide Councils with the opportunity to publish information that is not itemised in the lists above</p> | <p>(hard copy or website; some information may only be available by inspection)</p> <p><a href="http://www.sprotbroughandcusworthparishcouncil.gov.uk">www.sprotbroughandcusworthparishcouncil.gov.uk</a></p> <p>Parish Council Office;</p> |   |

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| Newsletters | <p>Website<br/>Hard copy</p>  | <p>Free<br/>15p per<br/>page plus<br/>postage</p> |

Policy reviewed August 2024

Next review date August 2025