

Sarratt Parish Council

Information available under the Publication Scheme

website: www.sarratt.hertsparishes.gov.uk

email: sarratt_parish@btconnect.com

Information published	Where it can be obtained (always available from Clerk's Office)	Hard Copy Cost
Class 1 - Who we are and what we do		
Who's who on the Council and its Committees	website	
Contact details of Clerk and Council members	website and noticeboard	
Location and accessibility of Council Office	website and noticeboard	
Class 2 - What we spend and how we spend it		
Annual Return form and report by Auditor	Clerk's Office	
Finalised budget	Clerk's Office	
Precept	January P & Minutes - website	
Borrowing Approval Letter	n/a	
Financial Standing Orders and Regulations	Clerk's Office	
Grants given and received	Clerk's Office also reported in minutes available on website	
List of current contracts and value	n/a	
Members allowances and expenses	n/a	
Class 3 - What are our priorities and how are we doing		
Parish Plan	n/a	where available 10p per A4 page
Annual report to Parish Meeting	Clerk's Office	
Quality Status	n/a	
Local Charters under DCLG guidelines	n/a	
Class 4 - How we make decisions		
Timetable of meetings	website, noticeboard	
Agenda of meetings	Noticeboard and Website	
Minutes of meetings	website	
Reports presented to council meetings	Clerk's Office	
Responses to Consultation papers	Clerk's Office	
Responses to Planning Applications	Planning minutes - website	
Bye-Laws	Clerks office	
Class 5 - Our policies and procedures		
Council business:		
Procedural Standing Orders	Clerk's Office	
Committee terms of reference	Clerk's Office	
Delegated authority in respect of officers	see Standing Orders	
Code of Conduct	Clerk's Office	
Policy Statements	Clerk's Office	where available 10p per A4 page
Internal policy relating to delivery of services:		
Equality and diversity policy	Clerk's Office	

Health & Safety policy	Clerk's Office
Recruitment policy	Clerk's Office
Policy and procedures for handling requests for information	website
Complaints procedure	Clerk's Office
Information security policy	Clerk's Office
Records management policy	Clerk's Office
Data protection policy	Clerk's Office
Schedule of charges for information	website
Freedom of Information Publication scheme	website
Class 6 - Lists and Registers	
Asset register	Clerk's Office
Register of Member's Interests	Clerk's Office
Register of gifts and hospitality	Clerk's Office
List of Planning Applications (since 1976)	recent summary on website
Class 7 - Services we offer	
Recreation facilities	website
Bus Shelters	Clerk's Office
Seating, litter bins	Clerk's Office
Allotments	Clerk's office
Additional Information	
None	

This statement will be reviewed every four years unless required earlier due to additional material or legislative changes.