

**Information available from Southrop Parish Council under the model publication scheme**  
**Approved March 2026**

<b>Location of main and accessibility details</b>	No office. Contact Parish Clerk by e-mail: clerk@southrop-pc.gov.uk
<b>Class1 - Who we are and what we do</b> Current organisational information - contacts	website
Who's who on the Council	website
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	website
<b>Class 2 – What we spend and how we spend it</b>	
Financial information relating to income and expenditure, financial audit	website (Annual Report)
Annual return form and report by auditor	website
Finalised budget	website
Precept	Website (published minutes)
Financial Standing Orders and Regulations	Website
Grants given and received	See in Annual Report on website

Members' allowances and expenses	
<b>Class 3 – What our priorities are and how we are doing</b>	
Parish Plan/Neighbourhood Plan	website (when available)
Annual Report to Town Meeting	Website
<b>Class 4 How we make decisions</b>	
Timetable of meetings of Council, and Town meetings	Website - Agendas
Agendas of meetings	Website
Minutes of meetings – N.B. this will exclude information that is properly regarded as private to the meeting.	Website
Responses to consultation papers and planning applications	Minutes – website
<b>Class 5 – Our policies and procedures</b> Current written protocols, policies and procedures for delivering our services and responsibilities Current information only	Website
<b>Class 6 – Lists and Registers</b>	
Full Electoral Register	From CDC
Register of members' interests	CDC website
Register of gifts and hospitality	If applicable
<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	Newsletters delivered to each household. Copies also available from the Clerk.

Contact details: Southrop Parish Council -

Telephone: 07876252398 e-mail: clerk@southrop-pc.gov.uk

Website: www.southrop.org.uk

PARISH CLERK: Vanessa Lawrence

**SCHEDULE OF CHARGES**

Any information that cannot be obtained from the website can be obtained by contacting the Clerk.

<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b>BASIS OF CHARGE</b>
If required	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class

**Approved.....**

**Chairman**

**Clerk.....**

**Date.....**