

The Sampfords Parish Council



Information available from The Sampfords Parish Council under the model publication scheme.

Information to be published	How the information can be obtained	Cost
Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts)	Website Hard copy Facebook Page	Free
Who's who on the council and its groups/committees Details of any representation on local public bodies	Website Hard copy Village magazine "AMBO"	Free
Contact details for parish clerk and council members (named contacts where possible with telephone number and email address (if used))	Website Hardcopy Facebook page Village magazine "AMBO")	Free
Location of main council office and accessibility details	Website Facebook page	Free
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	(hard copy and/or website)	
Statement of accounts and internal audit report in the format included in the Annual Return form	Website Hardcopy	Free
Finalised budget	Website Hardcopy	Free
Precept	Website Hardcopy	Free
Annual financial report	Website Hardcopy	Free
All items of expenditure	Website Hardcopy	Free
Grants given and received	Website Hardcopy	Free
List of current contracts awarded and value of contract	Hardcopy	Free
Members' expenses	Website Hardcopy	Free

SPC Publication Scheme – Last Updated March 2026

The Sampfords Parish Council



Policies and procedures for the provision of services and about the employment of staff: • Equality & Diversity Policy • Health and Safety Policy • Details of current vacancies * • Freedom of information Policy • Complaints procedures	Website Hardcopy *Facebook page	Free
IT Policy	Website Hardcopy	Free
Information Management Policy	Website Hardcopy	Free
Records Management Policy (records retention, destruction and archive)	Website Hardcopy	Free
Data Protection Policy	Website Hardcopy	Free
Schedule of charges for the publication of information	This Scheme Website Hardcopy	Free
Class 6 – Lists and Registers Currently maintained lists and registers only		
Electoral register	By request	Free
Assets register	Website Hardcopy	Free
Register of members' interests	Website (included in minutes)	Free
Register of gifts and hospitality (where applicable)	Website	Free
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		
Playing field and recreational facilities	Website (Asset Register)	Free
Seating, litter bins, clocks, memorials	Website (Asset Register)	Free
Bus shelters	Website (Asset Register)	Free

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SCHEDULE OF CHARGES

This describes how the charges have been arrived at and should be published as part of the guide

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 10p per sheet (black & white) Photocopying @ 20p per sheet (colour)	the actual cost incurred by the council
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)

Contact Details:

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