

# Information available from South Stoke Parish Council under the Information Commissioners Model Publication Scheme

## **Class 1 – Who we area and what we do**

**(Organisational information, structures, locations and contacts)**

*This will be current information only*

<b><u>Information to be published</u></b>	<b><u>How the information can be Obtained</u></b>	<b><u>Cost</u></b>
Who's who on the Council	Parish Council website Parish notice boards	Free Free
Contact details for Parish Clerk and Council members	Parish Council website Parish notice boards	Free Free
Location of Council office and accessibility details	Parish Council website Parish notice boards	Free Free

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## 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 years*

<u>Information to be published</u>	<u>How the information can be Obtained</u>	<u>Cost</u>
Annual Return, Annual Accounts and Audit Report	Parish Council website Hard copy available from the Parish Clerk	Free £1/Copy
Annual VAT Reclaim Return	Hard copy available from the Parish Clerk	£1/Copy
Finalised budget and Precept	Parish Council website Hard copy available from the Parish Clerk	Free £1/Copy
Financial Standing Orders and Regulations	Parish Council website Hard copy available from the Parish Clerk	Free £1/Copy
Grants given and received	Hard copy available from the Parish Clerk	£1/Copy
List of current contracts awarded and value of contract	Hard copy available from the Parish Clerk	£1/Copy
Schedule of Parish Councils Insurance	Hard copy available from the Parish Clerk	£1/Copy
Members allowances and expenses	Hard copy available from the Parish Clerk	£1/Copy

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## **Class 3 – What our priorities are and how we are doing**

**(Strategies and plans, performance indicators, audits, inspections and reviews)**

*current and previous years*

<b><u>Information to be published</u></b>	<b><u>How the information can be Obtained</u></b>	<b><u>Cost</u></b>
Annual Report to Parish Meeting	Parish Council website Hard copy available from the Parish Clerk	Free £1/Copy
Reports to Council Meetings	Hard copy available from the Parish Clerk	£1/Copy

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## **Class 4 – How we make decisions**

**(Decision making processes and records of decisions)**

*Current and previous council years*

<b><u>Information to be published</u></b>	<b><u>How the information can be Obtained</u></b>	<b><u>Cost</u></b>
Timetable of meetings (Council meetings and Parish meetings)	Parish Council website Hard copy available from the Parish Clerk	Free £1/Copy
Agendas of meetings	Parish Council website Hard copy available from the Parish Clerk	Free £1/Copy
Minutes of meetings	Parish Council website Hard copy available from the Parish Clerk	Free £1/Copy
Reports presented to council meetings	Hard copy available from the Parish Clerk	£1/Copy
Responses to consultation papers	Hard copy available from the Parish Clerk	£1/Copy
Responses to planning applications	Bath & North East Somerset Council website Hard copy available from the Parish Clerk	Free £1/Copy

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## **Class 5 – Our policies and procedures**

**(Current written protocols, policies and procedures for delivering our services and responsibilities)**

*Current information only*

<b><u>Information to be published</u></b>	<b><u>How the information can be Obtained</u></b>	<b><u>Cost</u></b>
Policies and procedures for the conduct of council business:		
Procedural standing orders	Parish Council website Hard copy available from the Parish Clerk	Free £1/Copy
Delegated authority in respect of officers	Hard copy available from the Parish Clerk	£1/Copy
Code of Conduct	Parish Council website Hard copy available from the Parish Clerk	Free £1/Copy
Policy Statements	Hard copy available from the Parish Clerk	£1/Copy

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## **Class 6 – Lists and Registers**

*Currently maintained lists and registers only*

<b><u>Information to be published</u></b>	<b><u>How the information can be Obtained</u></b>	<b><u>Cost</u></b>
Assets Register	Hard copy available from the Parish Clerk	£1/Copy
Register of members interests	Parish Council website Hard copy available from the Parish Clerk	Free £1/Copy
Register of gifts and hospitality	Not Applicable	

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## **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*

<b><u>Information to be published</u></b>	<b><u>How the information can be Obtained</u></b>	<b><u>Cost</u></b>
Open Spaces, Footpaths, Allotments and Village Hall	Hard copy available from the Parish Clerk	£1/Copy
Public seating, litter bins, grit bins and lighting	Hard copy available from the Parish Clerk	£1/Copy
Agency Agreements	Hard copy available from the Parish Clerk	£1/Copy

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## Additional Information

Additional information not listed above may be made available on request.

£1/Copy

## **Contact details:**

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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	Printing Costs on Inkjet Colour Printer	Actual cost *
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class

This Publication Scheme was reviewed and adopted by the Council at its meeting of 11<sup>th</sup> November 2013.

Signed ..... Chairman