

Information available from Stowe by Chartley Parish Council under the model publication scheme

Information to be published	How the information can be obtained	Cost
<p>Class1 - Who we are and what we do (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>	(hard copy and/or website)	
Who's who on the Council and its Committees	Website and Newsletter	
Contact details for Parish Clerk and Council members	Website	
Location of main Council office and accessibility details	Website	
Staffing structure	Website	
<p>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)</p> <p>Current and previous financial year as a minimum</p>	(hard copy and/or website)	
Annual return form and report by auditor	Hard copy	£1.02
Finalised budget	Hard copy	

Precept	Hard copy	
Borrowing Approval letter	Hard copy	
Financial Standing Orders and Regulations	Hard copy	£1.02
Grants given and received	Hard copy	£1.02
List of current contracts awarded and value of contract	Hard copy	£1.02
Members' allowances and expenses	Hard copy	
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)	(hard copy or website)	
Parish Plan (current and previous year as a minimum)	Hard copy	£3.12
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Hard copy	£0.62
Quality status	Hard copy	
Local charters drawn up in accordance with DCLG guidelines	Hard copy	
Class 4 – How we make decisions (Decision making processes and records of decisions)	(hard copy or website)	
Current and previous council year as a minimum		
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Hard copy	
Agendas of meetings (as above)	Hard copy	
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Hard copy	
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Hard copy	

Responses to consultation papers	Hard copy	
Responses to planning applications	Hard copy	
Bye-laws	Hard copy	
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only	(hard copy or website)	
Policies and procedures for the conduct of council business: Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements	Hard copy Hard copy Hard copy Hard copy Hard copy	£1.42
Policies and procedures for the provision of services and about the employment of staff: Internal policies relating to the delivery of services Equality and diversity policy Health and safety policy Recruitment policies (including current vacancies) Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme)	Hard copy Hard copy Hard copy Hard copy Hard copy Hard copy	

Information security policy	Hard copy	
Records management policies (records retention, destruction and archive)	Hard copy	
Data protection policies	Hard copy	
Schedule of charges (for the publication of information)	Hard copy	
Class 6 – Lists and Registers		
Currently maintained lists and registers only	(hard copy or website; some information may only be available by inspection)	
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	Hard copy	
Assets Register	Hard copy	
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)	N/A	
Register of members' interests	Hard copy	
Register of gifts and hospitality	Hard copy	
Class 7 – The services we offer		
(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)	(hard copy or website; some information may only be available by inspection)	
Current information only		
Allotments	N/A	
Burial grounds and closed churchyards	N/A	
Community centres and village halls	N/A	
Parks, playing fields and recreational facilities	Hard copy	
Seating, litter bins, clocks, memorials and lighting	Hard copy	
Bus shelters	Hard copy	

Markets	N/A	
Public conveniences	N/A	
Agency agreements	Hard copy	
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	N/A	
Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above		
Walk leaflets	Hard copy/website	
Guide for Residents	Hard copy/website	
Parish Council Newsletter	Hard copy/website	

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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)	Actual cost *
	Photocopying @ 15p per sheet (colour)	Actual cost
	Postage 42p	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)
Other		

* the actual cost incurred by the public authority