

Information available from Rodney Stoke 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	10p/sheet
Who's who on the Council and its Committees	hard copy and/or website	10p/sheet
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	hard copy and/or website and noticeboards	10p/sheet
Location of main Council office and accessibility details		
Staffing structure		
<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	10p/sheet

Annual return form and report by auditor	hard copy and/or website	10p/sheet
Finalised budget	hard copy and/or website see the financial statement	10p/sheet
Precept	hard copy and/or website see the financial statement	10p/sheet
Borrowing Approval letter	n/a	
Financial Standing Orders and Regulations	hard copy and/or website	10p/sheet
Grants given and received		
List of current contracts awarded and value of contract		
Members' allowances and expenses		
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)	hard copy and/or website	10p/sheet
Parish Plan (current and previous year as a minimum)	n/a	
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Hard copy	10p/sheet
Quality status	n/a	
Local charters drawn up in accordance with DCLG guidelines	n/a	
Class 4 – How we make decisions (Decision making processes and records of decisions)	hard copy and/or website	10p/sheet
Current and previous council year as a minimum		

Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	hard copy and/or website	10p/sheet
Agendas of meetings (as above)	hard copy and/or website	10p/sheet
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	hard copy and/or website	10p/sheet
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	hard copy and/or website	10p/sheet
Responses to consultation papers	Hard copy	10p/sheet
Responses to planning applications	hard copy and/or District Council website	10p/sheet
Bye-laws	n/a	
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only	hard copy and/or website	10p/sheet
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 and/or website hard copy and/or website hard copy and/or website hard copy and/or website hard copy and/or website	10p/sheet
Policies and procedures for the provision of services and about the employment of staff:		10p/sheet

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 and/or website	
Information security policy	hard copy and/or website	10p/sheet
Records management policies (records retention, destruction and archive)	hard copy and/or website	10p/sheet
Data protection policies	hard copy and/or website	10p/sheet
Schedule of charges)for the publication of information)	Hard copy	10p/sheet
Class 6 – Lists and Registers		
Currently maintained lists and registers only	hard copy or website; some information may only be available by inspection	10p/sheet
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	hard copy or website; some information may only be available by inspection	10p/sheet
Assets Register	hard copy and/or website	10p/sheet
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)	Not held	
Register of members' interests	hard copy and/or website	10p/sheet
Register of gifts and hospitality	Hard copy if available	10p/sheet
Class 7 – The services we offer		
	hard copy or website; some information may	10p/sheet

(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only	only be available by inspection	
Allotments	N/a	
Burial grounds and closed churchyards	hard copy or website; some information may only be available by inspection	10p/sheet
Community centres and village halls	N/a	
Parks, playing fields and recreational facilities	hard copy or website; some information may only be available by inspection	10p/sheet
Seating, litter bins, clocks, memorials and lighting	hard copy or website; some information may only be available by inspection	10p/sheet
Bus shelters	hard copy or website; some information may only be available by inspection	10p/sheet
Markets	n/a	
Public conveniences	n/a	
Agency agreements	n/a	
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Hard copy	10p/sheet

Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above		

**Contact details: Rodney Stoke Parish Council
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Cheddar
BS27 3AZ**

Email: rodneystokepc@gmail.com

Phone: 07423 283940

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 @ 10..p per sheet (black & white)	Actual cost *
	Photocopying @ ..p per sheet (colour) – price on application est 20p per sheet	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation as appropriate
Travel Costs	Arrangements that require the Clerk to travel to meet the enquirer will be charged at the current NJIC rate	Current charges in accordance with NJIC rates
Other	The Clerks time to produce records may be charged and should be clarified by the Clerk at the outset.	The Clerks current approved rate in accordance with NJIC scales.

* the actual cost incurred by the public authority