

## Information available from STRETTON UNDER FOSSE Parish/Community Council under the model publication scheme

| Information to be published  | How the information can be obtained  | Cost   |
|--|--|--|
| <p><b>Class1 - Who we are and what we do</b><br/>(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>  | <p>(hard copy and/or website)</p> <p>Website<br/>(<a href="http://www.sufvillage.co.uk">www.sufvillage.co.uk</a>)<br/>and hard copy from the Clerk to the Parish Council</p> | <p>Price of copies<br/>Schedule at the end =<br/>Sch</p> |
| <p>Who's who on the Council and its Committees</p>   | <p>Website and Clerk</p>   |  |
| <p>Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))</p> <p>Clerk: Mrs. Janet Hall, The Cottage, 47 Main Street, Stretton under Fosse – 01788 832887</p> <p>Chairman: Mr G Baxter, Manor House, Ann's Lane, Stretton under Fosse – 01788 832479</p> <p>Councillors: Mrs. Susan Carter, 2 Wharf Cottage, Stretton under Fosse<br/>Mr David Collins, The Granary, Main Street, Stretton under Fosse – 01788 833390<br/>Mrs. Susan Hartshorn, 41 Main Street, Stretton under Fosse – 01788 832240<br/>Mr Eric Vallance, 51 Main Street, Stretton under Fosse – 01788</p> | <p>Website and Council's Notice Board</p>  |  |

|   |   |     |
|---|---|-----|
| 833939  |   |     |
| Location of main Council office and accessibility details – The Cottage, 47 Main Street, Stretton under Fosse. Weekdays from 0900 to 1600 by appointment  |   |     |
| Staffing structure  |   |     |
|   |   |     |
| <b>Class 2 – What we spend and how we spend it</b><br>(Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)<br><br>Current and previous financial year as a minimum | (hard copy and/or website)<br><br>Website and from the Clerk to the Council | Sch |
| Annual return form and report by auditor  | Hard copy from the Clerk  | Sch |
| Finalised budget  |   |     |
| Precept   | Hard copy from the Clerk  | Sch |
| Borrowing Approval letter   |   |     |
| Financial Standing Orders and Regulations   |   |     |
| Grants given and received   |   |     |
| List of current contracts awarded and value of contract   |   |     |
| Members' allowances and expenses  |   |     |
|   |   |     |
| <b>Class 3 – What our priorities are and how we are doing</b><br>(Strategies and plans, performance indicators, audits, inspections and reviews)  | (hard copy or website)  | Sch |
| Parish Plan (current and previous year as a minimum)  | Website   |     |
| Annual Report to Parish or Community Meeting (current and previous year as a minimum)   | Website and hard copy from the Clerk  | Sch |

|   |  |     |
|---|--|-----|
| Quality status  |  |     |
| Local charters drawn up in accordance with DCLG guidelines  |  |     |
|   |  |     |
| <b>Class 4 – How we make decisions</b><br>(Decision making processes and records of decisions)<br><br>Current and previous council year as a minimum                                  | (hard copy or website)<br><br>Website and hard copy from the Clerk | Sch |
| Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)   | Website and Clerk  | Sch |
| Agendas of meetings (as above)  | Website and Clerk  | Sch |
| Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.  | Website and Clerk  | Sch |
| Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.   | Clerk  | Sch |
| Responses to consultation papers  | Clerk  | Sch |
| Responses to planning applications  | Clerk  | Sch |
| Bye-laws  |  |     |
|   |  |     |
| <b>Class 5 – Our policies and procedures</b><br>(Current written protocols, policies and procedures for delivering our services and responsibilities)<br><br>Current information only | (hard copy or website)   |     |

|   |   |            |
|---|---|------------|
| <p>Policies and procedures for the conduct of council business:</p> <p>Procedural standing orders<br/> Committee and sub-committee terms of reference<br/> Delegated authority in respect of officers<br/> Code of Conduct<br/> Policy statements</p>   | <p>Website and Clerk</p>  | <p>Sch</p> |
| <p>Policies and procedures for the provision of services and about the employment of staff:</p> <p>Internal policies relating to the delivery of services<br/> Equality and diversity policy<br/> Health and safety policy<br/> Recruitment policies (including current vacancies)<br/> Policies and procedures for handling requests for information<br/> Complaints procedures (including those covering requests for information and operating the publication scheme)</p> |   |            |
| <p>Information security policy</p>  |   |            |
| <p>Records management policies (records retention, destruction and archive)</p>   |   |            |
| <p>Data protection policies</p>   |   |            |
| <p>Schedule of charges )for the publication of information)</p>   |   |            |
| <p><b>Class 6 – Lists and Registers</b></p> <p>Currently maintained lists and registers only</p>  | <p>(hard copy or website; some information may only be available by inspection)</p> |            |

|  |  |     |
|--|--|-----|
| Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice) – Electoral Roll Inspect only                         | Clerk  |     |
| Assets Register  | Clerk  | Sch |
| 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)   |  |     |
| Register of members' interests   | Clerk  | Sch |
| Register of gifts and hospitality  |  |     |
|  |  |     |
| <b>Class 7 – The services we offer</b><br>(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)<br><br>Current information only | (hard copy or website; some information may only be available by inspection) |     |
| Allotments   |  |     |
| Burial grounds and closed churchyards  |  |     |
| Community centres and village halls  |  |     |
| Parks, playing fields and recreational facilities  |  |     |
| Seating, litter bins, clocks, memorials and lighting   | Copy information from the Clerk  | Sch |
| Bus shelters   |  |     |
| Markets  |  |     |
| Public conveniences  |  |     |
| Agency agreements  |  |     |
| A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)  |  |     |
|  |  |     |

|   |  |  |
|---|--|--|
| <b>Additional Information</b><br>This will provide Councils with the opportunity to publish information that is not itemised in the lists above |  |  |
|   |  |  |
|   |  |  |
|   |  |  |
|   |  |  |
|   |  |  |

**Contact details:**

SCHEDULE OF CHARGES

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

| <b>TYPE OF CHARGE</b>    | <b>DESCRIPTION</b>                                | <b>BASIS OF CHARGE</b> |
|--------------------------|---|------------------------|
| <b>Disbursement cost</b> | Photocopying @ 0.25p per sheet (black & white)    | Actual cost *          |
|                          | Photocopying @ 0.25p.per sheet per sheet (colour) | Actual cost            |
|                          |   |                        |

|                      |         |  |
|----------------------|---------|--|
|                      | Postage | Actual cost of Royal Mail standard 2 <sup>nd</sup> class               |
| <b>Statutory Fee</b> |         | In accordance with the relevant legislation (quote the actual statute) |
| <b>Other</b>         |         |  |
|                      |         |  |

\* the actual cost incurred by the public authority