

Stoke Golding Parish Council 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>	Parish Council noticeboard Stoke Golding Village Website Stoker - new resident pack	Free
Who's who on the Council and its Committees	As above	Free
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	As above	Free
Location of main Council office and accessibility details	As above	Free
Staffing structure	As above	Free
<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 or website) Annual Parish Report – hard copy available on request from the clerk	Free
Annual return form and report by auditor	Available on SG Village Website	Free
Finalised budget	Annual Parish Report	Free
Precept	Annual Parish Report	Free
Borrowing Approval letter	Not applicable	
Financial Standing Orders and Regulations	Available on SG Village Website or PDF copy on request	Free
Grants given and received	Annual Parish Report	Free
List of current contracts awarded and value of contract	Annual Parish Report	Free
Members' allowances and expenses	Councillors unpaid - voluntary post	
<p>Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)</p> <p>Current and previous year as a minimum</p>	(hard copy or website) Annual Parish Report – hard copy available on request from the clerk	
Parish Plan (current and previous year as a minimum)	Neighbourhood Plan Available on SG Village website or PDF copy on request from the clerk	Free
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Annual Parish Report	Free
Quality status	Not Applicable	
Local charters drawn up in accordance with DCLG guidelines	Not Applicable	

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<p>Class 4 – How we make decisions (Decision making processes and records of decisions)</p> <p>Current and previous council year as a minimum</p>	(hard copy or website)	
Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	SG Village Website	Free
Agendas of meetings (as above)	SG Village Website and Parish Noticeboard	Free
Minutes of meetings (as above) – NB. this will exclude information that is properly regarded as private to the meeting.	SG Village Website Parish Noticeboard	Free
Reports presented to council meetings – NB. this will exclude information that is properly regarded as private to the meeting.	Available through Minutes of meeting. PDF copy on request	Free
Responses to consultation papers	Summary in Minutes.PDF Copy on request	Free
Responses to planning applications	Summary in Minutes. PDF copy on request.	Free
Bye-laws	Cemetery on SG Village Website	Free
<p>Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information only</p>	(hard copy or website)	
<p>Policies and procedures for the conduct of council business:</p> <p>Procedural standing orders and Code of Conduct</p> <p>Committee and sub-committee terms of reference Delegated authority in respect of officers</p> <p>Policy statements</p>	<p>Available on SG Village Website or PDF copy on request.</p> <p>Terms of reference PDF copy on request.</p> <p>Delegated authority minutes of May meeting and PDF copy on request.</p> <p>Policy statements not applicable.</p>	<p>Free</p> <p>Free</p> <p>Free</p> <p>Free</p>
<p>Policies and procedures for the provision of services and about the employment of staff:</p> <p>Internal instructions to staff and 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)</p>	<p>Internal instructions not applicable. Policies available on SG Village Website, PDF copy on request.</p>	<p>Free</p>

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Information security policy	Available on SG Village Website. PDF copy on request	Free
Records management policies (records retention, destruction and archive)	Available on SG Village Website. PDF copy on request	Free
Data protection policies	Available on SG Village Website. PDF copy on request	Free
Schedule of charges (for the publication of information)	Attached to this document	Free
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)	Not applicable	
Assets register	Available on SG Village Website. PDF copy on request	Free
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 applicable	
Register of members' interests	Available on HBBC website	Free
Register of gifts and hospitality	Not applicable	
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	Available from the Allotment Society	Free
Burial grounds and closed churchyards	Cemeteries - Cemetery Administrator Closed Churchyard - Parochial Church Council	Free
Community centres and village halls	Available from the Village Hall Management Committee	Free
Parks, playing fields and recreational facilities	HBBC Website or on request by email	Free
Seating, litter bins, clocks, memorials and lighting	Information on request by email	Free
Bus shelters	Information on request by email	Free
Markets	Not applicable	
Public conveniences	Not applicable	
Agency agreements	Not applicable	
Services for which the council is entitled to recover a fee, together with those fees (e.g. burial	Burial fees – details available from the	Free

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fees)	Cemetery Administrator Pitch hire – contact the Clerk	
Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above		

Contact for information: Sarah Beale – Clerk to Stoke Golding Parish Council, The Old Forge , Blacksmiths Yard ,Stoke Golding CV13 6HD
Telephone:07398448436. Email: clerk.stokegoldingpc@gmail.com.

SCHEDULE OF CHARGES

For those who cannot access online services, hard copies can be provided at the cost below:

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 20..p per sheet (black & white)	
	Photocopying @ 30..p per sheet (colour)	
	Postage	Actual cost of Royal Mail standard 2 nd class *
Statutory Fee	Not Applicable	In accordance with the relevant legislation (quote the actual statute)
Other		

Stoke Golding Parish Council has adopted the Model Publication Scheme provided by the Information Commissioner's Office (ICO). This document is available on the following link: https://ico.org.uk/media/for_organisations/documents/1153/model-publication-scheme.pdf

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