

**INFORMATION AVAILABLE FROM STOKENCHURCH PARISH
COUNCIL UNDER THE MODEL PUBLICATION SCHEME**

<u>Information to be published</u>	<u>How the information can be obtained</u>	<u>Cost</u>
<p><u>Class1 - Who we are and what we do.</u> (Organisational information, structures, locations and contacts) This will be current information only</p>	<p>Hard copy Website</p>	<p>10p per A4 sheet Free</p>
<p>Who's who on the Council and its Committees</p>	<p>Hard copy Website</p>	<p>10p per A4 sheet Free</p>
<p>Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))</p>	<p>Hard copy Website</p>	<p>10p per A4 sheet Free</p>
<p>Location of main Council office and accessibility details</p>	<p>Hard copy Website</p>	<p>10p per A4 sheet Free</p>
<p>Staffing structure</p>	<p>Hard copy Website</p>	<p>10p per A4 sheet Free</p>

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<p><u>Class 2 - What we spend and how we spend it</u></p> <p>(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>		
Annual return form and report by auditor	Hard copy Website	10p per A4 sheet Free
Finalised budget	Hard copy Website	10p per A4 sheet Free
Precept	Hard copy Website	10p per A4 sheet Free
Borrowing Approval letter	Not Applicable	
Financial Standing Orders and Regulations	Hard copy Website	10p per A4 sheet Free
Grants given and received	Hard copy Website	10p per A4 sheet Free
List of current contracts awarded and value of contract		
Members' allowances and expenses		

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<p><u>Class 3 - What our priorities are and how we are doing</u></p> <p>(Strategies and plans, performance indicators, audits, inspections and reviews)</p>		
<p>Parish Plan (current and previous year as a minimum)</p>	<p>Hard copy Website</p>	<p>10p per A4 sheet Free</p>
<p>Annual Report to Parish or Community Meeting (current and previous year as a minimum)</p>	<p>Hard copy Website</p>	<p>10p per A4 sheet Free</p>
<p>Quality status</p>	<p>Not Applicable</p>	
<p>Local charters drawn up in accordance with DCLG guidelines</p>	<p>Not Applicable</p>	

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<p><u>Class 4 - How we make decisions</u></p> <p>(Decision making processes and records of decisions)</p> <p>Current and previous council year as a minimum</p>		
<p>Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)</p>	<p>Hard copy Website</p>	<p>10p per A4 sheet Free</p>
<p>Agendas of meetings (as above)</p>	<p>Hard copy Website Notice Boards</p>	<p>10p per A4 sheet Free Free</p>
<p>Minutes of meetings (as above) - n.b. this will exclude information that is properly regarded as private to the meeting.</p>	<p>Hard copy Website Notice Boards</p>	<p>10p per A4 sheet Free Free</p>
<p>Reports presented to council meetings - n.b. this will exclude information that is properly regarded as private to the meeting.</p>	<p>Hard copy Website</p>	<p>10p per A4 sheet Free</p>
<p>Responses to consultation papers</p>	<p>Hard copy Website</p>	<p>10p per A4 sheet Free</p>
<p>Responses to planning applications</p>	<p>Hard copy Website</p>	<p>10p per A4 sheet Free</p>
<p>Bye-laws</p>	<p>Hard copy</p>	<p>10p per A4 sheet</p>

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<p><u>Class 5 - Our policies and procedures</u> (Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information only</p>		
<p>Policies and procedures for the conduct of council business:</p> <p>Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements</p>	Hard copy	10p per A4 sheet
<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 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>We follow the procedures recommended by NALC</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>		

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<u>Class 6 - Lists and Registers</u> 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)		
Assets Register	Hard Copy	10p per A4 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)	Hard Copy	10p per A4 sheet
Register of members' interests	Hard Copy	10p per A4 sheet
Register of gifts and hospitality	Hard Copy	10p per A4 sheet

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<p><u>Class 7 - The services we offer</u></p> <p>(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)</p> <p>Current information only</p>	<p>(Hard copy or website; some information may only be available by inspection)</p>	
Allotments	Hard Copy Website	10p per A4 sheet Free
Burial grounds and closed churchyards	Hard Copy Website	10p per A4 sheet Free
Community centres and village halls	Hard Copy Website	10p per A4 sheet Free
Parks, playing fields and recreational facilities	Hard Copy Website	10p per A4 sheet Free
Seating, litter bins, clocks, memorials and lighting	Hard Copy	10p per A4 sheet
Bus shelters	Hard Copy	10p per A4 sheet
Markets	Not Applicable	
Public conveniences	Not Applicable	
Agency agreements	Not Applicable	
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)		

Contact details: Parish Clerk, Stokenchurch Parish Council, Longburrow Hall, Park Lane, Stokenchurch, High Wycombe, Bucks HP14 3TQ. Tel: 01494 482403. E-mail: clerk@stokenchurch.org.uk

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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 *
Postage		Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)

* The actual cost incurred by the public authority

Parish Council Notice Boards are located at Longburrow Hall, at the Medical Centre in Stokenchurch, at Water End and at the junction of Jubilee Road and New Road.