

## STOKE LODGE AND THE COMMON PARISH COUNCIL

### APPROVED PUBLICATION SCHEME (IN ACCORDANCE WITH MODEL PUBLICATION SCHEME)

Information to be published	How the information can be obtained	Cost
<b>Class1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts)		
Who's who on the Council and its Committees	Website	
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website	
Location of main Council office and accessibility details	Website	
Staffing structure	Hard copy	10p per sheet
<b>Class 2 – What we spend and how we spend it</b> (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)  Current and previous financial year as a minimum		
Annual return form and report by auditor	Hard copy or Website	10p per sheet
Finalised budget	Hard copy or Website	10p per sheet
Precept	Hard copy or Website	10p per sheet
Borrowing Approval letter	Not applicable	
Financial Standing Orders and Regulations	Website	10p per sheet

Grants given and received	Hard copy of information on any grants received.	10p per sheet
List of current contracts awarded and value of contract	Hard copy	10p per sheet
Members' allowances and expenses	Not applicable as no scheme for members allowances and expenses has been adopted by the parish council	
<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)	hard copy or website	10p per sheet
Parish Plan (current and previous year as a minimum)	Not applicable to parish	
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Not applicable	
Quality status	Not applicable	
Local charters drawn up in accordance with DCLG guidelines	Not applicable	
<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions)	hard copy or website	10p per sheet
Current and previous council year as a minimum		
Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	Noticeboards and Website	
Agendas of meetings (as above)	Noticeboards and Website	
Minutes of meetings (as above) – n.b. this will exclude information that is properly regarded as private to the meeting.	Noticeboards and Website	
Reports presented to council meetings – n.b. this will exclude information that is properly regarded as private to the meeting.	As part of agenda above	
Responses to consultation papers	Included as part of minutes of meetings	
Responses to planning applications	Included as part of minutes of meetings	
<b>Class 5 – Our policies and procedures</b>	Website	

(Current written protocols, policies and procedures for delivering our services and responsibilities)  Current information only		
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	Website	
Policies and procedures for the provision of services and about the employment of staff:  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)	Website	
Information security policy	Website	
Records management policies (records retention, destruction and archive)	Website	
Data protection policies	Website	
Schedule of charges (for the publication of information)	Website	
<b>Class 6 – Lists and Registers</b>  Currently maintained lists and registers only	(hard copy or website; some information may only be available by inspection)	10p per 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	10p per sheet
Assets register	Hard copy	10p per 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)		
Register of members' interests	Hard copy	10p per sheet
Register of gifts and hospitality	Hard copy	10p per sheet
<b>Class 7 – The services we offer</b> (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)  Current information only	Hard copy or website; (some information may only be available by inspection)	
Allotments	Not applicable to parish	
Burial grounds and closed churchyards	Not applicable to parish	
Community centres and village halls	Website	
Parks, playing fields and recreational facilities	Website	
Seating, litter bins, clocks, memorials and lighting	Hard copy	10p per sheet
Bus shelters	Not applicable	
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 fees)	Not applicable	
<b>Additional Information</b> This will provide Councils with the opportunity to publish information that is not itemised in the lists above	Not applicable at this time	

**Contact details:** Stoke Lodge and The Common Parish Council

**Parish Clerk:** Annie Wherrett

**Tel:** 07724 093349

**Email:** [clerk@stokelodgeandthecommon-pc.gov.uk](mailto:clerk@stokelodgeandthecommon-pc.gov.uk)

**Address:** The Pavilion, The Avenue, Stoke Lodge, Bristol, BS34 6BD

## **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 @ 10p per sheet (black & white)	Actual cost incurred by public authority
	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>		

Policy Updated: July 2023

Review Date: July 2024

Updated Policy Agreed at Full Parish Council Meeting on 13<sup>th</sup> July 2023