

Information available from Stratton Strawless Parish Council under the model publication scheme

(Using the ICO template, 2024)

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 or website	
Who's who on the Council and its Committees	Hard copy or website	
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website or noticeboard	
Location of main Council office and accessibility details	Hard copy or website	
Staffing structure	Hard copy or website	

<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 return form and report by auditor	Hard copy or website	
Finalised budget	Hard copy or website	
Precept	Hard copy or website	
Borrowing Approval letter	N/A	
Financial Standing Orders and Regulations	Hard copy or website	
Grants given and received	Hard copy or website	
List of current contracts awarded and value of contract	Hard copy or website	
Members' allowances and expenses	Hard copy or website	
<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)	
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 or website	
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) Current and previous council year as a minimum	(hard copy or website)	
Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	Hard copy, website or noticeboard	
Agendas of meetings (as above)	Hard copy, website or noticeboard for current	
Minutes of meetings (as above) – n.b. this will exclude information that is properly regarded as private to the meeting.	Hard copy, website or noticeboard for current	
Reports presented to council meetings – n.b. this will exclude information that is properly regarded as private to the meeting.	Hard copy	
Responses to consultation papers	Authority website	
Responses to planning applications	Planning authority website	
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 or website)	
Policies and procedures for the conduct of council business: Procedural standing orders Committee and sub-committee terms of reference	Hard copy or website	

Delegated authority in respect of officers Code of Conduct Policy statements		
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)	Hard copy and/or website	
Information security policy	Hard copy and/or website	
Records management policies (records retention, destruction and archive)		
Data protection policies	Hard copy and/or website	
Schedule of charges (for the publication of information)	Hard copy and website	

Class 6 – Lists and Registers	(hard copy or website; some information may only be available by inspection)	
Currently maintained lists and registers only		
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	N/A	
Assets register	Hard copy and/or website	
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)	N/A	
Register of members' interests	Broadland District council website or Hard Copy	
Register of gifts and hospitality	N/A	
Class 7 – The services we offer	(hard copy or website; some information may only be available by inspection)	
(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)		
Current information only		
Allotments	N/A	
Burial grounds and closed churchyards	N/A	
Community centres and village halls	N/A	
Parks, playing fields and recreational facilities	N/A	
Seating, litter bins, clocks, memorials and lighting	N/A	
Bus shelters	N/A	
Markets	N/A	

Public conveniences	N/A	
Agency agreements	N/A	
Services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	N/A	

Contact details:**Parish Clerk**

ssparishcouncil@outlook.com

07831 603366

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 @ 14p per sheet (black & white)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee	N/A	
Other	N/A	