

**Information available from Stratton on the Fosse Parish Council under the Model Publication Scheme
20th May 2013**

Information to be published	How the information can be obtained	Cost
Class1 - Who we are and what we do (Organisational information, structures, locations and contacts)	Website www.Stratton-on-the-Fosse.info	
Who's who on the Council and its Committees	Website Available from Clerk upon request in writing	Free 15p a copy
Contact details for Parish Clerk and Council members	Website Available from Clerk upon request in writing	Free 15p per page
Staffing structure	Part-time Clerk	
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) Current and previous financial year		
Annual return form and report by auditor	Available from Clerk upon request in writing	15p per page
Finalised budget	Available from Clerk upon request in writing	15p per page
Precept	Available from Clerk upon request in writing	15p per page
Financial Standing Orders and Regulations	Awaiting new Government Guidelines	
Grants given and received	Website (Minutes) Available from Clerk upon request in writing	15p per page
List of current contracts awarded and value of contract	Available from Clerk upon request in writing	15p per page
Members' allowances and expenses	Available from Clerk upon request in writing	15p per page
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)		
Parish Plan	No current plan	
Annual Report to Parish or Community Meeting (current and previous year)	Website(Minutes) Available from Clerk upon request in writing	Free 15p per page
Quality status	Not applied for	
Local charters drawn up in accordance with DCLG guidelines	None	
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year		
Agendas of meetings	Notice Board (3 clear days before meeting) Available from Clerk upon request in writing	Free 15p per page

Minutes of meetings – NB: This will exclude information that is properly regarded as private to the meeting.	Website Available from Clerk upon request in writing	Free 15p per page
Reports presented to council meetings – NB: this will exclude information that is properly regarded as private to the meeting.	Available from Clerk upon request in writing	15p per page
Responses to consultation papers	Available from Clerk upon request in writing	15p per page
Responses to planning applications	Website (Minutes) Available from Clerk upon request in writing	15p per page
Bye-laws	None at present in force	
Class 5 – Our policies and procedures (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	Website Available from Clerk upon request in writing	
Committee and sub-committee terms of reference	Available from Clerk upon request in writing	15p per page
Delegated authority in respect of officers	Available from Clerk upon request in writing	15p per page
Code of Conduct	Available from Clerk upon request in writing	15p per page
Policy statements	Available from Clerk upon request in writing	15p per page
Policies and procedures for the provision of services and about the employment of staff:		
Internal policies relating to the delivery of services	Aim to answer within ---- days and resolve within --- days	
Equality and diversity policy	As per the Equality Act Website (Agenda) Refer to Clerk in writing	Free 15p per page
Health and safety policy	Conform to Health & Safety directives. Refer to Clerk with written request	15p per page
Recruitment policies (including current vacancies)	Refer to Clerk with written request	15p per page
Policies and procedures for handling requests for information	Refer to Clerk with written request	15p per page
Complaints procedures	Available from Clerk upon request in writing	15p per page
Information security policy	Website Available from Clerk upon request in writing	15p per page
Records management policies (records retention, destruction and archive)	See under Information Security Policy and Data Protection Policy	
Data protection policies	Website	

	Available from Clerk upon request in writing	15p per page
Schedule of charges (for the publication of information)	Attached to this document	
Class 6 – Lists and Registers Currently maintained lists and registers only		
Assets Register	None held	
Disclosure log	None held	
Register of members' interests	On Mendip District Council Web-site Available from Clerk upon request in writing	Free 15p per page
Register of gifts and hospitality	Available from Clerk upon request in writing	15p per page
Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only		
Allotments	Not Applicable	
Burial grounds and closed churchyards	Not Applicable	
Community centres and village halls	Apply to SOF Village Hall Committee	
Parks, playing fields and recreational facilities	Apply to SOF Community Gardens Committee	
Seating, litter bins, clocks, memorials and lighting	Available from Clerk upon request in writing	15p per page
Bus shelters	Available from Clerk upon request in writing	15p per page
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)	Not Applicable	

Contact details, Clerk of Stratton on the Fosse Parish Council:

Mrs V Attwood,
2 James Close,
Holcombe,
Radstock, BA3 5HA
email: vattyuk@yahoo.co.uk

Schedule of Charges

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 15p per A4 sheet (black & white)	Actual cost incurred by the Parish Council
	Photocopying @ 75p per A4 sheet (colour)	Actual cost incurred by the Parish Council
	Postage	Actual cost of Royal Mail standard 2 nd class
	Packaging per item	Actual cost

Note:

Plans submitted for Planning Applications may be viewed at Mendip District Council Offices