

## Information available from Stroud Town Council under the model publication scheme

Information published	How the information can be obtained	Cost
<b>Class1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts)	hard copy and/or website	See Schedule of Charges
Who's who on the Council and its Committees		
Contact details for Parish Clerk and Council members		
Location of main Council office and accessibility details		
Staffing structure		
<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)	hard copy and/or website	
Annual return form and report by auditor		
Finalised budget		
Precept		
Borrowing Approval letter		
Financial Standing Orders and Regulations		
Grants given and received		
List of current contracts awarded and value of contract		
Members' allowances and expenses		
<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)		
Parish Plan		
Annual Report to Parish or Community Meeting		
Quality status		
Local charters drawn up in accordance with DCLG guidelines		

<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions)	hard copy and/or website	
Timetable of meetings		
Agendas of meetings		
Minutes of meetings		
Reports presented to council meetings		
Responses to consultation papers		
Responses to planning applications		
Bye-laws		
<b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities)	hard copy and/or website	
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		
Policies and procedures for the provision of services and about the employment of staff: 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)		
Information security policy		
Records management policies		
Data protection policies		
Schedule of charges		

<b>Class 6 – Lists and Registers</b>	hard copy or website	
Any publicly available register or list		
Assets Register		
Disclosure log		
Register of members' interests		
Register of gifts and hospitality	hard copy or website	
<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)		
Allotments		
Burial grounds and closed churchyards		
Community centres and village halls		
Parks, playing fields and recreational facilities		
Seating, litter bins, clocks, memorials and lighting		
Bus shelters		
Markets		
Public conveniences		
Agency agreements		
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)		

## SCHEDULE OF CHARGES

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
<b>Disbursement cost</b>	Photocopying @ 10p per sheet (black & white)	Actual cost
	Photocopying @ 20p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Statutory Fee</b>		In accordance with the relevant legislation