

Information available from Stroud Town Council under the model publication scheme

NB Costs for hard copies can be found at the end of this document

Information to be published	How the information can be obtained
<p>Class 1 – Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only</p>	
Who's who on the Council and its Committees	Website or hard copy
Contact details for Town Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website or hard copy
Location of main Council office and accessibility details	Website or hard copy
Staffing structure	Website or hard copy
<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) Current and previous financial year as a minimum</p>	
Annual return form and report by auditor	Website or hard copy
Finalised budget	Website or hard copy
Precept	Website or hard copy
Borrowing Approval letter	Hard copy
Financial Standing Orders and Regulations	Website or hard copy
Grants given and received	Website or hard copy

List of current contracts awarded and value of contract	Website or hard copy
Members' allowances and expenses	Hard copy
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)	
Strategy and Action Plan (current)	Website or hard copy
Annual Report to Town Meeting (current and previous year)	Website or hard copy
Quality status	Website or hard copy
Local charters drawn up in accordance with DCLG guidelines	Not applicable
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year	Website or hard copy
Timetable of meetings (Council, any committee/sub-committee meetings and town meetings)	Website or hard copy
Agendas of meetings (as above)	Website or hard copy
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Website or hard copy
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Hard copy
Responses to consultation papers	Website or hard copy
Responses to planning applications	Website or hard copy
Bye-laws	Not applicable
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:	

<ul style="list-style-type: none"> • Procedural standing orders • Committee and sub-committee terms of reference • Delegated authority in respect of officers • Code of Conduct • Policy statements 	<p>Website or hard copy</p> <p>Website or hard copy</p> <p>Website or hard copy</p> <p>Website or hard copy</p> <p>Website or hard copy</p>
<p>Policies and procedures for the provision of services and about the employment of staff:</p> <ul style="list-style-type: none"> • Internal policies relating to the delivery of services • Equality and diversity policy • Health and safety policy • Recruitment policies • Current vacancies • Policies and procedures for handling requests for information • Complaints procedures (including those covering requests for information and operating the publication scheme) 	<p>Website or hard copy</p> <p>Website or hard copy</p> <p>Website or hard copy</p> <p>Hard copy</p> <p>Website or hard copy</p> <p>Website or hard copy</p> <p>Website or hard copy</p>
Information security policy	Not applicable
Records management policies (records retention, destruction and archive)	Website or hard copy
Data protection policies	Website or hard copy
Schedule of charges (for the publication of information)	Website or hard copy
<p>Class 6 – Lists and Registers</p> <p>Currently maintained lists and registers only</p>	
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	Not applicable
Assets Register	Website or hard copy

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)	Not applicable
Register of members' interests	Website or hard copy
Register of gifts and hospitality	Hard copy
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	Website or hard copy
Burial grounds and closed churchyards	Website or hard copy
Community centres and village halls	Website or hard copy
Parks, playing fields and recreational facilities	Website or hard copy
Seating, litter bins, clocks, memorials and lighting	Website or hard copy
Bus shelters	Website or hard copy
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)	Website or hard copy
Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above	None

Contact details:

Town Clerk, Stroud Town Council, Thanet House, 58 London Road, Stroud, Glos. GL5 2AD
01453 762817 council@stroutown.gov.uk

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 *
	Photocopying @ 20p per sheet (colour)	Actual cost *
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation
Other		None

* the actual cost incurred by the public authority

DATE OF NEXT REVIEW: May 2023