

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>		
Who's who on the Council and its Committees	Website or hard copy via the Clerk	£2
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website or hard copy via the Clerk	£2
Location of main Council office and accessibility details	Not applicable	
Staffing structure	Not applicable	
<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>		
Annual return form and report by auditor	Website or hard copy via the Clerk	£2
Finalised budget	Website or hard copy via the Clerk	£2

Precept	Hard copy via the Clerk	£2
Borrowing Approval letter	Not applicable	
Financial Standing Orders and Regulations	Website or hard copy via the Clerk	£2
Grants given and received	Website or hard copy via the Clerk	£2
List of current contracts awarded and value of contract	Website or hard copy via the Clerk	£2
Members' allowances and expenses	Not applicable	
<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>		
Parish Plan	Hard copy via the Clerk	£5
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Website or hard copy via the Clerk	£2
Quality status	Not applicable	
Local charters drawn up in accordance with DCLG guidelines	Not applicable	
Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	Website or hard copy via the Clerk	£2
Agendas of meetings (as above)	Noticeboard/Website or hard copy via the Clerk	£2

Minutes of meetings (as above) – n.b. this will exclude information that is properly regarded as private to the meeting.	Not applicable	£2
Reports presented to council meetings – n.b. this will exclude information that is properly regarded as private to the meeting.	Website or hard copy via the Clerk	£2
Responses to consultation papers	Hard copy via the Clerk	£2
Responses to planning applications	SDNPA website or hard copy via the Clerk	£2
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: Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements	Where applicable website or hard copy via the Clerk	£2 per item
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	Where applicable hard copy via the Clerk	£2 per item

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	Not applicable	
Records management policies (records retention, destruction and archive)	Hard copy via the Clerk	£2
Data protection policies	Hard copy via the Clerk	£2
Schedule of charges (for the publication of information)	See end of document	
Class 6 – Lists and Registers		
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)	Not applicable	
Assets register	Hard copy via the Clerk	£2
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 via the Clerk	£2
Register of gifts and hospitality	Not applicable	
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	Not applicable	
Parks, playing fields and recreational facilities	Limited information available from the Clerk	
Seating, litter bins, clocks, memorials and lighting	Limited information available from the Clerk	
Bus shelters	Limited information available from the Clerk	
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	
Additional Information		
This will provide Councils with the opportunity to publish information that is not itemised in the lists above		
Not applicable		

Contact details: Mrs Elisabeth Foulston, Clerk & RFO, Stroud Parish Council, 48 Winchester Road, Stroud, Petersfield, Hants GU32 3PG

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 @ ..p per sheet (black & white)	Estimated average cost
	Photocopying @ ..p per sheet (colour)	Estimated average cost
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)
Other		