

Information available from Stratford St Mary Parish Council under the model publication scheme

Adopted 11.05.26

Information to be published	How the information can be obtained	Cost
<p>Class 1 - Who we are and what we do</p> <p>(Organisational information, structures, locations and contacts)</p> <p>Current information only</p>	<p>Website Parish Council Office (hard copy)</p>	<p>Free Free</p>
<p>List of Council members and their responsibilities as well a list of Council Committees</p>	<p>Website Noticeboards Parish Council Office (hard copy)</p>	<p>Free Free Free</p>
<p>Postal and email address, contact details for Parish Clerk and Council members. Where possible, provide named contacts including contact phone numbers and email addresses</p>	<p>parishcouncil@stratfordstmary.org.uk (hard copy) Website Noticeboards</p>	<p>Free Free Free</p>
<p>Location of main Council office and accessibility details</p>		
<p>Staffing structure</p>	<p>N/A</p>	
<p>Class 2 – What we spend and how we spend it</p> <p>(Financial information about projected and actual income and expenditure, procurement, contracts and financial audit)</p>	<p>Website Parish Council Office (Hard-Copy)</p>	<p>Free Free</p>

Current and previous financial year as a minimum		
Statement of accounts and internal audit report in the format included in the Annual Return form	Website Parish Council Office (Hard-Copy)	Free Free
Finalised budget	Website Parish Council Office (Hard-Copy)	Free Free
Precept	Website Parish Council Office (Hard-Copy)	Free Free
Borrowing Approval letter	N/A	
All items of expenditure above £100	Website Parish Council Office (Hard-Copy)	Free Free
Financial Standing Orders and Regulations	Website Parish Council Office (Hard-Copy)	Free Free
Grants given and received	Website Parish Council Office (Hard-Copy)	Free Free
List of current contracts awarded and value of contract	N/A	
Members' allowances and expenses	Website Parish Council Office (Hard-Copy)	Free Free
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews) Current and previous year as a minimum	Website Parish Council Office (Hard-Copy)	Free Free
Annual governance statement in format included in the Annual Return form	Website Parish Council Office (Hard-Copy)	Free Free
Parish Plan	N/A	

Annual Report to Parish or Community Meeting	Website Parish Council Office (Hard-Copy)	Free Free
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum	Website Parish Council Office (Hard-Copy) Noticeboards	Free Free
Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	Website Parish Council Office (Hard-Copy) Noticeboards	Free Free Free
Agendas of meetings (as above)	Website Parish Council Office (Hard-Copy) Noticeboards	Free Free Free
Minutes of meetings (as above) – exclude material that is properly considered to be exempt from disclosure	Website Parish Council Office (Hard-Copy) Noticeboards	Free Free Free
Reports presented to council meetings – exclude material that is properly considered to be exempt from disclosure	Website Parish Council Office (Hard-Copy)	Free Free Free
Responses to consultation papers	Website Parish Council Office (Hard-Copy)	Free Free
Responses to planning applications	Babergh District Council website Parish Council Office (Hard-Copy)	Free Free
Bye-laws	N/A	
Class 5 – Our policies and procedures		

<p>(Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information only</p>		
<p>Policies and procedures for the conduct of Council business:</p> <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 Contact the Parish Clerk with specific requests for any policies</p>	<p>Free</p>
<p>Policies and procedures for the provision of services and about the employment of staff:</p> <ul style="list-style-type: none"> • Internal instructions to staff and policies relating to the delivery of services • Equality and diversity policy • Health and safety policy • Recruitment policies and details of 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 Contact the Parish Clerk with specific requests for any policies</p>	<p>Free</p>
<p>Records management, personal data and access to information policies</p> <p>Include information security policies, records retention, destruction and archive policies, and data protection (including data sharing and CCTV usage) policies</p>	<p>Website Parish Council Office (Hard-Copy)</p>	<p>Free Free</p>
<p>Class 6 – Lists and Registers</p> <p>Currently maintained lists and registers only.</p>	<p>(Hard copy or website; some information may</p>	

	only be available by inspection)	
Information legally required to hold in publicly available registers (in most circumstances existing access provisions will suffice)	None	
Asset register, including details of public land and building assets	Website Parish Council Office (Hard-Copy)	Free Free
Disclosure log indicating the information provided in response to FOIA and EIR requests. These are recommended as good practice	Parish Council Office	Free
Register of members' interests	Website Parish Council Office (Hard-Copy)	Free Free
Register of gifts and hospitality	None	
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	(Hard copy or website; some information may only be available by inspection)	
Allotments	None	
Burial grounds and closed churchyards	None	
Community centres and village halls	Refer to the Village Institute Committee	
Parks, playing fields and recreational facilities	Refer to the Village Institute Committee	
Seating, litter bins, clocks, memorials and lighting	Parish Council Office	Free
Bus shelters	Parish Council Office	Free
Markets	None	
Public conveniences	None	
Agency agreements	None	
	None	

Services for which we are entitled to recover a fee and details of those fees (eg burial fees)		
Additional Information		
Information not itemised in the lists above		

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

* The actual cost incurred