

Information available from Stoke by Nayland Parish Council under the model publication scheme

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> <p>N.B. Councils should already be publishing as much information as possible about how they can be contacted.</p>		
Who's who on the Council and its Committees	Community News Noticeboard Website	
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Community News Noticeboard Website	
Location of main Council office and accessibility details		
Staffing structure		

<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	From Clerk – notice of end of audit displayed on noticeboard	
Finalised budget	From Clerk	
Precept	From Clerk – publicised in Newsletter	
Borrowing Approval letter		
Financial Standing Orders and Regulations	From Clerk	
Grants given and received	From Clerk	
List of current contracts awarded and value of contract	From Clerk	
Members' allowances and expenses		
<p>Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)</p>		
Parish Plan (current and previous year as a minimum)		
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	From Clerk – minutes of Annual Parish Meeting	
Quality status		
Local charters drawn up in accordance with DCLG guidelines		

<p>Class 4 – How we make decisions (Decision making processes and records of decisions)</p> <p>Current and previous council year as a minimum</p>		
<p>Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)</p>	<p>From Clerk – available via email Noticeboard Website</p>	
<p>Agendas of meetings (as above)</p>	<p>On Noticeboard for at least 5 days prior to meeting. Website Past agenda available from Clerk– available via email</p>	
<p>Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.</p>	<p>From Clerk– available via email Website</p>	
<p>Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.</p>	<p>From Clerk - attached to agenda</p>	
<p>Responses to consultation papers</p>	<p>From Clerk</p>	
<p>Responses to planning applications</p>	<p>From Clerk Website</p>	
<p>Bye-laws</p>		
<p>Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information only</p>		

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	From Clerk Website	
Policies and procedures for the provision of services and about the employment of staff:		
Information security policy		
Records management policies (records retention, destruction and archive)		
Data protection policies		
Schedule of charges (for the publication of information)		
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)		
Assets Register	From Clerk	
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)		
Register of members' interests	From Clerk Website	
Register of gifts and hospitality	From Clerk	
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		
Burial grounds and closed churchyards		
Community centres and village halls		
Parks, playing fields and recreational facilities		
Seating, litter bins, clocks, memorials and lighting	From Clerk	
Bus shelters	From Clerk	
Markets		
Public conveniences	From Clerk	
Agency agreements		
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)		
Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above	Website	