Information available from Stroud Parish Council
under the Freedom of Information Act Model Publication Scheme

Information to be published	**How the information can be obtained** (Hard copy of website)	**Cost**
Class1 - Who we are and what we do (organisational information, structures, locations and contacts) Current information only	www.stroud-pc.gov.uk	
List of Council members and their responsibilities as well as a list of Council Committees Details of any representation on local public bodies	www.stroud-pc.gov.uk	
Postal and email address Contact details for Parish Clerk and Council members Where possible, provide named contacts including contact phone numbers and email addresses	www.stroud-pc.gov.uk clerk@stroud-pc.gov.uk Telephone 07472 966304 Parish Office address: Stroud Village Hall Stroudfields Ramsdean Road Stroud, GU32 3FS	
Location of main Council office and accessibility details	N/A	
Staffing structure	www.stroud-pc.gov.uk	
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	(hard copy or website)	
Statement of accounts and internal audit report in the format included in the Annual Return form	www.stroud-pc.gov.uk	

Finalised budget	www.stroud-pc.gov.uk	
Precept	www.stroud-pc.gov.uk	
Borrowing Approval letter	Not applicable	
All items of expenditure above £100	www.stroud-pc.gov.uk	
Financial Standing Orders and Regulations	www.stroud-pc.gov.uk	
Grants given and received	clerk@stroud-pc.gov.uk	
List of current contracts awarded and value of contract	clerk@stroud-pc.gov.uk	
Members' allowances and expenses	clerk@stroud-pc.gov.uk	
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	(hard copy or website)	
Annual governance statement in format included in the Annual Return form	www.stroud-pc.gov.uk	
Parish Plan	www.stroud-pc.gov.uk	
Annual Report to Parish or Community Meeting	www.stroud-pc.gov.uk	
Quality status	Not applicable	
Local charters drawn up in accordance with DCLG guidelines	Not applicable	
Data Protection impact assessments (in full of summary format) or any other impact assessment (eg Health & Safety Impact Assessment, Equality Impact Assessments etc), as appropriate and relevant	clerk@stroud-pc.gov.uk	
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum	(hard copy or website)	
Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	Notice Board www.stroud-pc.gov.uk clerk@stroud-pc.gov.uk	
Agendas of meetings (as above)	Notice Board www.stroud-pc.gov.uk	

	clerk@stroud-pc.gov.uk	
Minutes of meetings (as above) Exclude material that is properly considered to be exempt from disclosure	www.stroud-pc.gov.uk	
Reports presented to council meetings – Exclude material that is properly considered to be exempt from disclosure	www.stroud-pc.gov.uk	
Responses to consultation papers	clerk@stroud-pc.gov.uk	
Responses to planning applications	Via EHDC or SDNPA website	
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	(hard copy 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	www.stroud-pc.gov.uk	
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 • 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)	www.stroud-pc.gov.uk	

Information security policy	Not applicable	
Records management policies (records retention, destruction and archive)	www.stroud-pc.gov.uk	
Data protection policies	www.stroud-pc.gov.uk	
Data sharing and CCTV usage	www.stroud-pc.gov.uk	
Class 6 – Lists and Registers Currently maintained lists and registers only	(hard copy or website; some information may only be available by inspection)	
Information legally required to hold in publicly available register (in most circumstances existing access provisions will suffice)	Not applicable	
Assets register, including details of public land and building assets	www.stroud-pc.gov.uk	
Disclosure log indicating the information provided in response to requests to FOIA and EIR requests. These are recommended as good practice	Not applicable	
Register of members' interests	www.stroud-pc.gov.uk	
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	(hard copy or website; some information may only be available by inspection)	
Allotments	clerk@stroud-pc.gov.uk	
Burial grounds and closed churchyards	Not applicable	
Community centres and village halls	Not applicable	
Parks, playing fields and recreational facilities	www.stroud-pc.gov.uk	
Seating, litter bins, clocks, memorials and lighting	None available	
Bus shelters	None available	
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		
Information not itemised in the lists above		
Village Design Statement	www.stroud-pc.gov.uk	
Parish Plan	www.stroud-pc.gov.uk	
Neighbourhood Plan	www.stroud-pc.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 @ 15p per sheet (black & white)	Actual cost
	Photocopying @ 25p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2nd class
Statutory Fee	Not applicable	In accordance with the relevant legislation (quote the actual statute)
Other		

* the actual cost incurred by the public authority