

**Information available from
Stretton Parish Council
under the model publication scheme**

Information to be published	How the information can be obtained	Cost
Class1 - Who we are and what we do Current Information only		
Who's who on the Council and its Committees	Website or Hard Copy	Free / *
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number)	Noticeboards, Website, Quarterly publication or Hard Copy	Free / *
Class 2 – What we spend and how we spend it Current and previous financial year as a minimum		
Annual return form and report by auditor	Hard Copy	Free / *
Finalised budget	Hard Copy	Free / *
Precept	Hard Copy	Free / *
Financial Standing Orders and Regulations	Hard Copy	Free / *
Grants given and received	Hard Copy	Free / *
Class 3 – What our priorities are and how we are doing		
Parish Plan (current and previous year as a minimum)	N/A	
Annual Report to Parish Meeting (current and previous year as a minimum)	Website or Hard Copy	Free / *
Quality status	N /A	
Local charters drawn up in accordance with DCLG guidelines	N/A	

Class 4 – How we make decisions Current and previous council year as a minimum		
Timetable of meetings	Website, Noticeboards, Quarterly Publication or Hard Copy	Free / *
Agendas of meetings	Noticeboards or Hard Copy	Free / *
Minutes of meetings – nb this will exclude information that is properly regarded as private to the meeting.	Website or Hard Copy	Free / *
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Hard Copy	Free / *
Responses to consultation papers	Hard Copy	Free / *
Responses to planning applications	Hard Copy	Free / *
Bye-laws	Hard Copy	Free / *
Class 5 – Our policies and procedures 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	Hard Copy	Free / *
Policies and procedures for the provision of services and about the employment of staff:	Hard Copy	Free / *
Data protection policies	Hard Copy	Free / *
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)	By Inspection (if held)	Free
Assets Register	By Inspection	Free
Register of members' interests	By Inspection	Free
Register of gifts and hospitality	By Inspection	Free

Class 7 – The services we offer Current information only		
Community centres and village halls	By Inspection / Hard Copy if available	Free / *
Parks, playing fields and recreational facilities	By Inspection / Hard Copy if available	Free / *
Seating, litter bins, clocks, memorials and lighting	By Inspection / Hard Copy if available	Free / *
Bus shelters	By Inspection / Hard Copy if available	Free / *
Agency agreements	By Inspection / Hard Copy if available	Free / *
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	By Inspection / Hard Copy if available	Free / *
Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above	As determined by the Council to be available on the website or by hard copy	

CONTACT DETAILS

Mrs A J Smith, Parish Clerk/ Responsible Officer, Stretton Parish Council, c/o 22 Field Rise, Burton on Trent, DE13 0NR

SCHEDULE OF CHARGES

* One copy of any document will be supplied free of charge to any Stretton Parish resident – posted via Royal Mail second class post.

For multiple copies the charge will be the copying cost at 10p per sheet black and white and the actual cost of Royal Mail second class postage.