

## Information available from Stradbroke Parish Council under the model publication scheme

Information to be published	How the information can be obtained	Cost
<p><b>Class 1 - Who we are and what we do</b>                      Stradbroke Parish Council comprises of 13 councillors and meets on the 2<sup>nd</sup> Monday of each month at 7.30pm, at the Sports and Community Centre, Wilby Road, Stradbroke</p>	Via the Clerk In the Stradbroke Monthly Parish Council Noticeboard	
A list of current councillors and details of committees and working parties is maintained by the Clerk and is displayed on the Parish Council's noticeboard.	Parish Council Noticeboard Via the Clerk	10p per page
Contact details for Parish Clerk and Council members are available from the Clerk (contact information below)		
There is no Parish Council office but the Clerk may be contacted during normal working hours: usually Monday to Friday 0900 to 1700	Odile Wladon Clerk to the Parish Council Mill Hill House Church Lane Wickham Skeith Suffolk IP23 8NA 07555 066147 stradbrokepc@outlook.com	
The Parish Council employs the Clerk		
<p><b>Class 2 – What we spend and how we spend it</b></p>		
Annual return form and report by auditor	Via the Clerk	10p per page
Finalised budget	Minutes/via the Clerk	10p per page
Precept	Minutes/via the Clerk	10p per page

Borrowing Approval letter	Via the Clerk	10p per page
Financial Standing Orders and Regulations	Via the Clerk	10p per page
Grants given and received	Via the Clerk	10p per page
List of current contracts awarded and value of contract	Via the Clerk	10p per page
Members' allowances and expenses	Via the Clerk	10p per page
<b>Class 3 – What our priorities are and how we are doing</b>		
Parish Plan	Via the Clerk	10p per page
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Via the Clerk	10p per page
<b>Class 4 – How we make decisions</b>		
Timetable of meetings: 2 <sup>nd</sup> Monday of the Month starting at 7.30pm (additional planning meetings may be called on an ad hoc basis)	Displayed on Parish Council Notice Board or copy available from the Clerk	10p per page
Agendas of meetings	Displayed on Parish Council Notice Board or copy available from the Clerk	10p per page
Minutes of meetings (as above) – n.b. this will exclude information that is properly regarded as private to the meeting.	Displayed on Parish Council Notice Board or copy available from the Clerk (a reference copy is also held in the Village Library)	10p per page
Reports presented to council meetings – n.b. this will exclude information that is properly regarded as private to the meeting.	Hard copy available from the Clerk	10p per page
Responses to consultation papers	Hard copy available from the Clerk	10p per page
Responses to planning applications	Hard copy available from the Clerk	10p per page
<b>Class 5 – Our policies and procedures</b>		
Policies and procedures for the conduct of council business.	Hard copies of all policies and procedures are available from the Clerk	10p per page
Policies and procedures for the provision of services and about the	Hard copies of all policies and procedures are	10p per page

employment of staff.	available from the Clerk	
Schedule of charges (for the publication of information)	See below	
<b>Class 6 – Lists and Registers</b>		
Currently maintained lists and registers only		
Any publicly available register or list		
Assets register	Hard copy available from the Clerk	10p per page
Disclosure log	Mid Suffolk District Council: <a href="http://bdcdocuments.onesuffolk.net/mid-suffolk-parish-interests/">http://bdcdocuments.onesuffolk.net/mid-suffolk-parish-interests/</a>	
Register of members' interests	Hard copy available from the Clerk	10p per page
Register of gifts and hospitality	Hard copy available from the Clerk	10p per page
<b>Class 7 – The services we offer</b>		
Current information only		
Burial grounds and closed churchyards	Hard copy available from the Clerk	10p per page
Parks, playing fields and recreational facilities	Hard copy available from the Clerk	10p per page
Seating, litter bins, clocks, memorials and lighting	Hard copy available from the Clerk	10p per page
Services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Hard copy available from the Clerk	10p per page

## Contact details:

Stradbroke Parish Council, Mill Hill House, Church Lane, Wickham Skeith, Suffolk IP23 8NA

Telephone: 07555 066147 Email: stradbrokepc@outlook.com

## 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 @ 10p per sheet (black & white)	Actual cost *
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
Statutory Fee		In accordance with the relevant legislation

\* the actual cost incurred by the parish council