

## Information available under the Freedom of Information Act model publication scheme Stoke by Nayland Parish Council

Information to be published	How the information can be obtained	Cost
<b>Class 1 - Who we are and what we do</b> Current information only		
List of Council members and their responsibilities as well a list of Council Committees	Website	Free
Postal and email address	Website and LSPN	Free
Contact details for Parish Clerk and Council members	Website and LSPN	Free
Location of main Council office and accessibility details	Website and LSPN	Free
Staffing structure	Website	Free
<b>Class 2 – What we spend and how we spend it</b> 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	Free
Finalised budget	From the Clerk	Free
Precept	From the Clerk	Free
Borrowing Approval letter	From the Clerk	Free
All items of expenditure above £100	Website	Free
Financial Standing Orders and Regulations	Website	Free
Grants given and received	From the Clerk	Free
List of current contracts awarded and value of contract	From the Clerk	Free
Members' allowances and expenses	From the Clerk	Free

<b>Class 3 – What our priorities are and how we are doing</b> Current and previous year as a minimum		
Annual governance statement in format included in the Annual Return form	Website	Free
Parish Plan	N/A – Neighbourhood Plan is in development	
Annual Report to Parish or Community Meeting	Minutes of the Annual Parish Meeting are available from the Clerk	Free
<b>Class 4 – How we make decisions</b> Current and previous council year as a minimum		
Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	Website	Free
Agendas of meetings (as above)	Website	Free
Minutes of meetings (as above) – exclude material that is properly considered to be exempt from disclosure	Website	Free
Reports presented to council meetings – exclude material that is properly considered to be exempt from disclosure	From the Clerk	Free
Responses to consultation papers	From the Clerk	Free
Responses to planning applications	From the Clerk	Free
Bye-laws	N/A	
<b>Class 5 – Our policies and procedures</b>  (Current written protocols, policies and procedures for delivering our services and responsibilities)  Current information only		
Policies and procedures for the conduct of Council business:  <ul style="list-style-type: none"> <li>• Procedural standing orders</li> <li>• Committee and sub-committee terms of</li> </ul>	Website	Free

reference <ul style="list-style-type: none"> <li>• Delegated authority in respect of officers</li> <li>• Code of Conduct</li> <li>• Policy statements</li> </ul>		
Records management, personal data and access to information policies	Website	Free
<b>Class 6 – Lists and Registers</b>  Currently maintained lists and registers only.		
Assets register, including details of public land and building assets	Website	Free
Register of members' interests	Website	Free
<b>Class 7 – The services we offer</b>  (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)  Current information only		
Seating, litter bins, clocks, memorials and lighting	Website	Free
Bus shelters	Website	Free
<b>Additional Information</b>  Information not itemised in the lists above	Please contact the Clerk	

### Schedule of charges

All documents listed above can be provided by hard copy in accordance with the schedule of charges listed below. Please contact the Clerk to the council if information is required in this or any other format.

James Dark  
Alde House  
Polstead Street  
Stoke by Nayland  
CO6 4SA  
01206 621856

[stokepc@hotmail.co.uk](mailto:stokepc@hotmail.co.uk)

[stokebynayland.onesuffolk.net](http://stokebynayland.onesuffolk.net)

<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b>BASIS OF CHARGE</b>
<b>Disbursement cost</b>	Printing @ 10 p per sheet (black & white)	Actual cost * (Clerk's time and print costs)
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Statutory Fee</b>		In accordance with the relevant legislation (quote the actual statute)

\* the actual cost incurred