

**Information available from Stoke Orchard and Tredington Parish Council under the Publication Scheme
devised and approved by the Information Commissioner**

Reviewed at the Parish Council Meeting on 7 May 2025

Next Scheduled Review at the Parish Council Meeting in May 2026

This document will be reviewed annually or sooner if required

Information to be Published	How the information can be obtained	Cost
Class 1 – Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only	Hard copy or email from the clerk Parish Council website	See costs schedule below
Who’s who on the Council and its Committees	Hard copy or email from the clerk Parish council website	See costs schedule below
Contact details for Parish Clerk and Council members	Hard copy or email from the clerk Parish council website	See costs schedule below
Information to be Published	How the information can be obtained	Cost
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 email from the clerk Parish council website	See costs schedule below
Annual return form and report by auditor	Hard copy or email from the clerk Parish Council website	See costs schedule below
Finalised budget	Hard copy or email from the clerk Parish Council website	See costs schedule below
Precept	Hard copy or email from the clerk Parish Council website	See costs schedule below

Borrowing Approval letter	None	N/A
Financial Standing Orders and Regulations	Hard copy or email from the clerk Parish Council website	See costs schedule below
Grants given and received	Hard copy or email from the clerk	See costs schedule below
Lists of current contracts awarded and value of contract	Hardcopy from the clerk	See costs schedule below
Members allowances and expenses	Hardcopy from the clerk Parish Council website (minutes)	See costs schedule below
Information to be published	How the information can be obtained	Cost
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 email from the clerk	See costs schedule below
Parish Plan (current and previous year as a minimum)	Hard copy of email from the clerk	See costs schedule below
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Hard copy or email from the clerk Parish Council website (minutes)	See costs schedule below
Quality Status	Not applicable	N/A
Local charters drawn up in accordance with DCLG guidelines	None in place	N/A
Information to be published	How the information can be obtained	Cost
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum	Hard copy or email from clerk Parish Council website (Minutes)	See costs schedule below
Timetable of meetings (Council and any committee/sub committee meetings and parish meetings)	Hardcopy or email from clerk Parish Council website Parish Noticeboards	See costs schedule below
Agendas of meetings	Hardcopy or email from clerk	See costs schedule below

(as above)	Parish Council website Parish Noticeboards	
Minutes of meetings (as above) – n.b. this will exclude information that is properly regarded to private to the meeting	Hardcopy or email from clerk Parish Council website Parish Noticeboards	See costs schedule below
Reports presented to council meetings - n.b. this will exclude information that is properly regarded to private to the meeting	Hardcopy from the clerk	See costs schedule below
Responses to consultation papers	Hardcopy or email from the clerk Parish Council website (Minutes)	See costs schedule below
Responses to planning applications	Hardcopy or email from the clerk Parish Council website (Minutes)	See costs schedule below
Bye-laws	None	See costs schedule below
Information to be published	How the information can be obtained	Cost
Class 5 – Our policies and procedures Current written protocols,policies and procedures for delivering our services and responsibilities) Current information only	Hard copy or email from the clerk Parish council website	See costs schedules below
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	Where applicable hard copies from the clerk Otherwise on parish council website	See costs schedule below
Policies and procedures for the provision of services and about the employment of staff:	Where applicable hard copies from the clerk. Otherwise on parish council website	See costs schedule below

Internal instructions to staff and policies relating to the delivery of services Equality and Diversity Policy Recruitment policies (including current vacancies) Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme)		
Information security policy	Hard copy or email from the clerk	See costs schedule below
Records management policies (records retention, destruction and archive)	Hard copy or email from the clerk	See costs schedule below
Data protection policies	Hard copy or email from the clerk. Parish council website	See costs schedule below
Schedule of charges (for the publication scheme)	See below	See costs schedule below
Information to be published	How the information can be obtained	Cost
Class 6 – Lists and Registers Currently maintained lists and registers only	Hardcopy or email from the clerk Some information may only be available by inspection	See costs schedule below
Assets register	Hardcopy or email from the clerk Parish council website	See costs schedule below
Disclosure log (including the information that has been provided in response to requests)	Hard copy of email from the clerk	See costs schedule below
Register of interests	Available from the Returning Officer at Tewkesbury Borough Council Hardcopy or email from the clerk	See costs schedule below
Register of gifts and hospitality	Hard copy or email from the clerk	See costs schedule below

Information to be published	How the Information can be obtained	Cost
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 email from the clerk Parish council website (some information may only be available by inspection)	See costs schedule below
Playground, Community Centre, recreational facilities etc...	Hard copy or email from the clerk Parish Council website	See costs schedule below
Seating, litter bins, etc...	Hard copy or email from the clerk	See costs schedule below
Additional Information This will provide Council with the opportunity to publish information this is not itemised in the lists above	Hardcopy or email from the clerk Parish council website. Some information may only be available by inspection	See costs schedule below
SCHEDULE OF CHARGES		
TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @15p per sheet (B&W)	Based on computer printing
	Photocopying @ 30p per sheet (colour)	Based on computer printing
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation (The statute applicable will be stated)
Method of payment	A pro-forma will be provided	For settlement prior to supply of documents

Contact details for the Clerk:

By email: clerk@stokeorchardandtredeington-pc.gov.uk

By post: Stoke Orchard and Tredington Parish Council

Stoke Orchard Community Centre

Armstrong Road

Stoke Orchard

GL52 7SB

