

## Information available from Stocksbridge Town Council under the model publication scheme

Information to be published	How the information can be obtained	Cost
<p><b>Class1 - Who we are and what we do</b>            (Organisational information, structures, locations and contacts)</p> <p>This will be current information only</p>	Hard Copy/Website	* See Schedule
Who's who on the Council and its Committees	Hard Copy/Website	
Contact details for Town Clerk and Council members	Hard Copy/Website	
Location of main Council office and accessibility details	Hard Copy/Website	
Staffing structure	Hard Copy	
<p><b>Class 2 – What we spend and how we spend it</b>            (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)</p> <p>Current and previous financial year as a minimum</p>		
Annual return form and report by auditor	Hard Copy	

Finalised budget	Hard Copy	
Precept	Hard Copy	
Borrowing Approval letter	Hard Copy	
Financial Standing Orders and Regulations	Hard Copy	
Grants given and received	Hard Copy/Website	
List of current contracts awarded and value of contract	Hard Copy	
Members' allowances and expenses	Hard Copy	
<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)		
Parish Plan		
Annual Report to Parish or Community Meeting	Hard Copy/Website	
Quality status	Hard Copy	
Local charters drawn up in accordance with DCLG guidelines		
<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions)		
Current and previous council year as a minimum		
Timetable of meetings	Hard Copy/Website	
Agendas of meetings	Hard Copy/Website	
Minutes of meetings	Hard Copy/Website	
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Hard Copy	
Responses to consultation papers	Hard Copy	

Responses to planning applications	Hard Copy	
Bye-laws		
<p><b>Class 5 – Our policies and procedures</b>  (Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information only</p>		
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	All Hard Copy     Hard Copy/Website	
Policies and procedures for the provision of services and about the employment of staff:  Internal policies relating to the delivery of services Equality and diversity policy Health and safety 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)	Hard Copy     Hard Copy/Website	

Information security policy		
Records management policies	Hard Copy	
Data protection policies		
Schedule of charges (for the publication of information)		
<b>Class 6 – Lists and Registers</b>		
Currently maintained lists and registers only		
Any publicly available register or list	Hard Copy	
Assets Register	Hard Copy	
Disclosure log		
Register of members' interests	Hard Copy	
Register of gifts and hospitality	Hard Copy	
<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		
Allotments		
Burial grounds and closed churchyards		
Community centres and village halls		
Parks, playing fields and recreational facilities		
Seating, litter bins, clocks, memorials and lighting	Hard Copy/Website	
Bus shelters		
Markets		

Public conveniences	Hard Copy	
Agency agreements	Hard Copy	
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)		
<b>Additional Information</b> This will provide Councils with the opportunity to publish information that is not itemised in the lists above		

**Contact details:**

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Website: [www.stocksbridge-council.co.uk](http://www.stocksbridge-council.co.uk)

## SCHEDULE OF CHARGES

This describes how the charges have been arrived at and should be published as part of the guide.

<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b>BASIS OF CHARGE</b>
<b>Disbursement cost</b>	Photocopying @ 0.5p per sheet (black & white)	Actual cost *
	Photocopying @ 16p per sheet (colour)	Actual cost
	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)
<b>Other</b>		

\* the actual cost incurred by the public authority