

Stock Parish Council

Freedom of Information – Information available from Stock Parish Council under the Publication Scheme

Information to be published	How the Information can be obtained	Cost
Class 1 – Who are we and what we do. Organisational information, structures, locations and contacts (This will be current information only and upon specific authorisation by members)	Website and or Hard Copy	Free/A4 Sheet 10p
Who's who on the Council	Website, newsletter, noticeboards Hard copy from the Council Office	Free/A4 Sheet 10p
Contact Details for the Clerk and Council members with contact details as authorised	Website, newsletter, noticeboards Hard copy from the Council Office	Free/A4 Sheet 10p
Location of main Council Office and accessibility details	Hard copy from the Council Office Hard copy from the Council Office	Free
Staffing Structure	Hard copy from the Council Office	Free/A4 Sheet 10p
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	
Annual Return form and report by auditor	Website Hard copy from the Council Office	Free/A4 Sheet 10p
Finalised Budget	Website Hard copy from the Council Office	Free/A4 Sheet 10p
Precept	Website Hard copy from the Council Office	Free/A4 Sheet 10p
Financial Standing Orders and Regulations	Website Hard copy from the Council Office	Free/A4 Sheet 10p

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Grants given and received	Hard copy from the Council Office	A4 Sheet 10p
List of current contracts awarded and value of contact	Hard copy from the Council Office	A4 Sheet 10p
Members' allowances and expenses	Hard copy from the Council Office	A4 Sheet 10p
Class 3 – What our priorities are and how we are doing. (Strategies and plans, performance indicators, audits, inspections and reviews)	Hard copy from the Council Office	A4 Sheet 10p
Forward Plan (3 years)	No document in place	
Action Plan (current and 3 years)	No document in place	
Annual Report to Annual Parish Meeting	Hard copy from the Council Office	A4 Sheet 10p
Class 4 – How we make decisions. (Decision making processes and records of decisions)		
Timetable of meetings (Council and Committee Meetings)	Website Hard copy from the Council Office	Free/A4 Sheet 10p
Agendas of meetings (as above) Minutes of meetings (as above) – this will exclude information that is properly regarded as private to a meeting.	Website Hard copy from the Council Office	Free/A4 Sheet 10p
Reports presented to Council and Committee meetings – this will exclude information that is properly regarded as private to the meeting. Responses to consultation papers.	Hard copy from the Council Office	A4 Sheet 10p
Responses to planning applications	Chelmsford City Council Planning Portal	
Byelaws	Hard copy from the Council Office	A4 Sheet 10p
Class 5 – Our Policies and Procedures (Current written protocols, policies and procedures for delivering our services and responsibilities).		
Policies and procedures for the conduct of Council business: Procedural Standing Orders Committee and sub-committee Terms of Reference Code of Conduct Policy and Protocol Statements	Hard Copy from the Council Office	A4 Sheet 10p
Policies and procedures for the provision of services and about the employment of staff:	Hard Copy from the Council Office	A4 Sheet 10p

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Internal policies relating to the delivery of services including. <ul style="list-style-type: none"> • Equal Opportunities Policy • Health and Safety Policy • Safer Recruitment Policy (including current vacancies) 		
Policies and procedures for handling requests for information Complaint's procedures (including those covering requests for information and operating the publication scheme) Records management policies (records retention, destruction and archive) Data Protection Policy Schedule of Charges (for the publication of information)	Hard Copy from the Council Office	A4 Sheet 10p
Class 6 – Lists and Registers Currently maintained lists and registers only		
Assets Register Register of members interests. Register of gifts and hospitality	Hard Copy from the Council Office	A4 Sheet 10p
Class 7 – The services we offer. Current information only		
Stock Parish Council Footpaths Map Stock Newsletter	Hard copy only from the Council office	A4 Sheet 10p
Public Conveniences	None	
Services for which the Council is entitled to recover a fee, together with those fees. <ul style="list-style-type: none"> • Publications • Events 	Hard copy only from the Council office	A4 Sheet 10p

Contact Details

Website address: www.stock-pc.gov.uk

Requests for hard copies can be made to – The Parish Clerk, Stock Parish Council, The Tythe Barn, High Street, Stock Essex CM4 9BU

Telephone: 07432 879136 email: clerk@stock-pc.gov.uk

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Schedule of Charges – where a charge is applied for the provision of information, these will be reviewed on an annual basis. Applicants should contact the Parish Council for current figures.

TYPE OF CHARGES	DESCRIPTION	BASIS OF CHARGE
Disbursement Cost	Photocopying @10p per A4 sheet (black and white)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class
Freedom of Information Act	For information which costs the Parish Council less than £450 to collate there will be no charge in addition to the disbursements referred to above.	

Date Effective from	July 2021
Last Review Date	8 July 2021
Next Review	May 2022