**Stoke St Michael Parish Council**

**PUBLICATION SCHEME**

**Adopted: -**

Stoke St Michael Parish Council commit to ensure at all times that information is available and transparent in accordance with the Local Government Transparency code 2015.

Information available from Stoke St Michael Parish Council under the model publication scheme is listed below. The documents can be inspected at a mutually convenient date and time and/or can be accessed from the council’s website: [www.stokestmichaelpc.org](http://www.stokestmichaelpc.org)

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| **Information published** | **How the information can be obtained** | |
| **Class 1 – Who we are and what we do**  Organisational information, structures, locations and contracts. Current information only. | | |
| Who’s who on the Council, plus a list of Parish Council Appointments  <https://stokestmichaelpc.org/councillors> | | Website and hard copy |
| Contact Details for Parish Clerk and Council Members  Named contacts with email addresses. | | Website and hard copy |
| **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 year as a minimum | | |
| Annual return form and report by auditor | | Website and hard copy |
| Finalised budget | | Website and hard copy |
| Precept | | Hard Copy |
| Financial Standing Orders and Regulations | | Website and Hard Copy |
| Grants given and received, included with appropriate minutes | | Hard Copy |
| List of current contracts awarded and value of contract | | Hard Copy |
| Members’ expenses | | Hard Copy |
| **Class 3 – What our priorities are and how we are doing**  Strategies and plans, performance indicators, inspections and reviews | | |
| Parish Plan | | N/A |
| Village Design Statement | | Website and hard copy |
| Annual Report to Parish or Community Meeting | | Website and hard copy |
| **Class 4 – How we make a decision**  Decision making processes and records of decisions.  Current and previous year as a minimum | | |
| Details of Parish Council Meetings | | Website and hard copy |
| Agendas of Meetings | | Website and hard copy |
| Minutes of Meetings | | Website and hard copy |
| Reports presented to council meetings | | Hard Copy |
| Responses to consultation paper | | Hard Copy |
| Responses to Planning Applications | | Hard Copy and on Mendip District Council Website |

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| **Class 5 – Our policies and procedures**  Current written protocols, policies and procedures for delivering our services and responsibilities. Current information only. | |
| Policies and procedures for the conduct of council business:  Including Standing Orders detailing delegated authority, Financial Regulations, Code of Conduct and other Policy statements | Website and hard copy |
| Policies and procedures for the provision of services and about the employment of staff: Complaints procedures | Website and hard copy |
| Schedule of charges for requests for information | Contained in this policy |
| **Class 6 – List and Registers**  Currently maintained lists and registers only | |
| Any publicly available register or list, if any are held should be publicised | Website and hard copy |
| Assets Register | Website and hard copy |
| Register of Members Interests | Link on Website to Mendip District Council website |
| **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 | |
| Cemetery | Website and Hard Copy |
| Seating, Litter Bins, Memorials and Lighting | Details on request |
| Bus Shelters | Details on request |
| A summary of services for which the council is entitled to recover a fee, together with those fees (eg burial fees) | Details on request |
| **Additional Information** | |
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**Contact Details**

Parish Clerk: Kate Egan

Stoke St Michael Parish Council

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Tel 01749 343910

**Charges**

Photocopying – 50p per A4 sheet (Black and white)

Postage – Actual cost of Royal Mail standard 2nd class

Both costs payable in advance

Website – free