

# Information available from Stradbroke Parish Council under the model publication scheme

Information to be published	How the information can be obtained	Cost
<p><b>Class 1 - Who we are and what we do</b> Stradbroke Parish Council comprises of 13 councillors and meets on the 2<sup>nd</sup> Monday of each month at 7.30pm, at the Court House, Queen Street, Stradbroke</p>	<p>On the Parish Council website in the Councillors section of the About the Council page: <a href="https://www.stradbrokepc.org/councillors">https://www.stradbrokepc.org/councillors</a> In the Stradbroke Monthly Parish Council Noticeboard Hard copy available from the Clerk</p>	<p>20p per page</p>
<p>A list of current councillors and details of committees and working parties is maintained by the Clerk and is displayed on the Parish Council's noticeboard and on the Parish Council's website.</p>	<p>On the Parish Council website on the Committees and Working Party section of the Meetings page: <a href="https://www.stradbrokepc.org/committees-working-parties">https://www.stradbrokepc.org/committees-working-parties</a> Hard copy available from the Clerk</p>	<p>20p per page</p>
<p>Contact details for Parish Clerk and Council members are available from the Clerk (contact information below) contact details can be found on the Parish Council website.</p>	<p>On the Parish Council website on the About the PC page: <a href="https://www.stradbrokepc.org/councillors">https://www.stradbrokepc.org/councillors</a> Displayed on the Parish Council noticeboard Hard copy available from the Clerk</p>	<p>20p per page</p>
<p>There is no Parish Council office but the Clerk may be contacted during normal working hours: usually Monday to Friday 0900 to 1700</p>	<p>Odile Wladon Clerk to the Parish Council Mill Hill House Church Lane Wickham Skeith Suffolk IP23 8NA 07555 066147 clerk@stradbrokepc.org</p>	
<p>The Parish Council employs the Clerk</p>		

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<b>Class 2 – What we spend and how we spend it</b>		
Annual return form and report by auditor	On the Parish Council website on the Statutory Information section page of the About the PC page: <a href="https://www.stradbrokepc.org/statutory-information">https://www.stradbrokepc.org/statutory-information</a> Hard copy available from the Clerk	20p per page
Finalised budget	On the Parish Council website recorded in the minutes on the Documents section of the Meetings page: <a href="https://www.stradbrokepc.org/documents">https://www.stradbrokepc.org/documents</a> Hard copy available from the Clerk	20p per page
Precept	On the Parish Council website as part of the minutes of January meeting for relevant year, these can be found on minutes section of the Meetings page: <a href="https://www.stradbrokepc.org/documents">https://www.stradbrokepc.org/documents</a> or archive section: <a href="https://www.stradbrokepc.org/parish-council-archive">https://www.stradbrokepc.org/parish-council-archive</a> Hard copy available from the Clerk	20p per page
Borrowing Approval letter	Hard copy available from the Clerk – none at present	20p per page
Financial Standing Orders and Regulations	On the Parish Council website in the Policies section of the Meeting & Documents PC Page: <a href="https://www.stradbrokepc.org/policies">https://www.stradbrokepc.org/policies</a> Hard copy available from the Clerk	20p per page
Grants given and received	On the Parish Council website recorded in the minutes on the Documents section of the Meetings page: <a href="https://www.stradbrokepc.org/documents">https://www.stradbrokepc.org/documents</a> Hard copy available from the Clerk	20p per page
List of current contracts awarded and value of contract	Hard copy available from the Clerk	20p per page

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<b>Class 3 – What our priorities are and how we are doing</b>		
Parish Plans: Neighbourhood Plan Parish Council Action Plan Parish Infrastructure and Investment Plan (PIIP)	On the Parish Council website available on the Meetings & Documents page under Parish Plans: <a href="https://www.stradbrokepc.org/parish-plans">https://www.stradbrokepc.org/parish-plans</a> Hard copy available from the Clerk	£15 per copy 20p per page 20p per page
Annual Report to Parish Meeting (current and previous year as a minimum)	On the Parish Council website on the Annual Parish Meeting section of the Meetings page: <a href="https://www.stradbrokepc.org/the-annual-parish-meeting">https://www.stradbrokepc.org/the-annual-parish-meeting</a> Hard copy available from the Clerk	20p per page
<b>Class 4 – How we make decisions</b>		
Timetable of meetings: 2 <sup>nd</sup> Monday of the Month starting at 7.30pm (additional planning meetings may be called on an ad hoc basis)	On the Parish Council website home page: <a href="https://www.stradbrokepc.org/">https://www.stradbrokepc.org/</a> Displayed on Parish Council Notice Board. Hard copy available from the Clerk	20p per page
Agenda of current meeting	On the Parish Council website in the Agenda & Minutes on the Documents section of the Meetings page: <a href="https://www.stradbrokepc.org/documents">https://www.stradbrokepc.org/documents</a> Hard copy available from the Clerk	20p per page
Minutes of meetings (as above) – n.b. this will exclude information that is properly regarded as private to the meeting.	On the Parish Council website in the Agenda & Minutes section on the Documents section of the Meetings page: <a href="https://www.stradbrokepc.org/documents">https://www.stradbrokepc.org/documents</a> Hard copy available from the Clerk	20p per page
Reports presented to council meetings – n.b. this will exclude information that is properly regarded as private to the meeting.	On the Parish Council website in the Documents section of the Meetings page: <a href="https://www.stradbrokepc.org/documents">https://www.stradbrokepc.org/documents</a> Hard copy available from the Clerk	20p per page

<b>Information to be published</b>	<b>How the information can be obtained</b>	<b>Cost</b>
Responses to consultation papers	Hard copy available from the Clerk	20p per page
Responses to planning applications	On the Parish Council website recorded in the minutes on the Documents section of the Meetings page: <a href="https://www.stradbrokepc.org/documents">https://www.stradbrokepc.org/documents</a> Responses are also available on the Mid Suffolk District Council planning portal: <a href="https://www.midsuffolk.gov.uk/w/application-search-and-comment">https://www.midsuffolk.gov.uk/w/application-search-and-comment</a> Hard copy available from the Clerk	20p per page

<b>Class 5 – Our policies and procedures</b>		
Policies and procedures for the conduct of council business.	On the Parish Council website in the Policies section of the Meeting & Documents PC Page: <a href="https://www.stradbrokepc.org/policies">https://www.stradbrokepc.org/policies</a> Hard copy available from the Clerk	20p per page
Policies and procedures for the provision of services and about the employment of staff.	On the Parish Council website in the Policies section of the Meeting & Documents PC Page: <a href="https://www.stradbrokepc.org/policies">https://www.stradbrokepc.org/policies</a> Hard copy available from the Clerk	20p per page
Terms of reference for Committees	On the Parish Council website in the About the PC section, on the Statutory Information page: <a href="https://www.stradbrokepc.org/statutory-information">https://www.stradbrokepc.org/statutory-information</a> Hard copy available from the Clerk	20p per page
Councillor Code of Conduct and induction	On the Parish Council website in the About the PC section, on the Statutory Information page: <a href="https://www.stradbrokepc.org/statutory-information">https://www.stradbrokepc.org/statutory-information</a> Hard copy available from the Clerk	20p per page
Schedule of charges (for the publication of information)	See below	

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<b>Class 6 – Lists and Registers</b>		
Assets register	On the Parish Council website in the Meetings & Documents page in the Other Documents section of the Meetings page: <a href="https://www.stradbrokepc.org/documents">https://www.stradbrokepc.org/documents</a> Hard copy available from the Clerk	20p per page
Disclosure log	Parish Council website, About Us tab – Information requests: <a href="https://www.stradbrokepc.org/informationrequests">https://www.stradbrokepc.org/informationrequests</a> Hard copy available from the Clerk	20p per page
Register of members' interests	Via Mid Suffolk District Council: <a href="https://babergmidsuffolk.moderngov.co.uk/mgParishCouncilDetails.aspx?ID=495&amp;LS=3">https://babergmidsuffolk.moderngov.co.uk/mgParishCouncilDetails.aspx?ID=495&amp;LS=3</a> Hard copy available from the Clerk	20p per page
Register of gifts and hospitality	Hard copy available from the Clerk	20p per page
<b>Class 7 – The services we offer: Current information only</b>		
Burial grounds and closed churchyards	Via Parish Council website in the About Us tab – Cemetery: <a href="https://www.stradbrokepc.org/stradbrokecemetery">https://www.stradbrokepc.org/stradbrokecemetery</a> Hard copy available from the Clerk	20p per page
Parks, playing fields and recreational facilities	For the Playing Field Policy see the Parish Council website in the Policies section of the Meeting & Documents PC Page: <a href="https://www.stradbrokepc.org/policies">https://www.stradbrokepc.org/policies</a> Hard copy available from the Clerk	20p per page
Seating, litter bins, clocks, memorials and lighting	Hard copy available from the Clerk	20p per page
Services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Via Parish Council website in the About Us tab – Cemetery: <a href="https://www.stradbrokepc.org/stradbrokecemetery">https://www.stradbrokepc.org/stradbrokecemetery</a> Hard copy available from the Clerk	20p per page

## Contact details:

**Parish Council website: [www.stradbrokepc.org](http://www.stradbrokepc.org)**

Stradbroke Parish Council, Mill Hill House, Church Lane, Wickham Skeith, Suffolk IP23 8NA

Telephone: 07555 066147 Email: [clerk@stradbrokepc.org](mailto:clerk@stradbrokepc.org)

## 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 @ 20p per sheet (black & white)	Actual cost *
	Neighbourhood Plan @ £15	Actual cost *
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Statutory Fee</b>		In accordance with the relevant legislation

\* the actual cost incurred by the parish council