

STOKE PARISH COUNCIL



50 Pepys Way, Strood, Rochester, Kent, ME2 3LL

Clerk: Mrs J Allen

Email: stokeparishcouncilkent@gmail.com

Telephone: 01634 710086

Website: www.stokekent-pc.gov.uk

INFORMATION AVAILABLE FROM STOKE PARISH COUNCIL UNDER THE MODEL PUBLICATION SCHEME

Information to be published	How the information can be obtained	Cost at the hourly rate of the clerk
Minutes to be retained in Parish Council Office for 10 years. Then archived at Medway Council.		
Class 1 - Who we are and what we do Stoke Parish Council. 1 st Tear of Local Government. Meets 11 times a year in Stoke Village Hall. Parish office address. 50 Pepys Way. Strood. Rochester. Kent. ME2 3LL. Parish office phone number 01634 710086. Mrs J Allen Clerk & RFO. Chairman phone number 01634 270252.	(Hard copy and website) Contact the Parish Clerk	Photo Copying 30p a copy.
Who's who on the Council. Cllr B Stone Chairman Cllr Ms J. Wallace Vice-Chairman Cllr G Blackman Cllr R Bridge Cllr R Morrad Clerk & RFO Mrs J. Allen.		
Contact details for Parish Clerk and Council members Parish office phone number 01634 710086		

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Location of main Council office and accessibility details. Parish office address. 50 Pepys Way. Strood. Rochester. Kent. ME2 3LL		
Staffing structure. Clerk employed on a part time basis.		
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.	Available from the clerk upon request.	Hourly rate at the time of request.
Annual return form and report by auditor	Available from the clerk upon request.	Hourly rate at the time of request.
Finalised budget	Available from the clerk upon request.	Hourly rate at the time of request.
Precept	£21,000.	
Borrowing Approval letter	N/A	
Financial Standing Orders and Regulations	Available from the clerk upon request.	Hourly rate at the time of request.

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Grants given and received	Available from the clerk upon request.	Hourly rate at the time of request.
List of current contracts awarded and value of contract	Available from the clerk upon request.	Hourly rate at the time of request.
Members' allowances and expenses	Available from the clerk upon request.	Hourly rate at the time of request.
Class 3 – What our priorities are and how we are doing Audits, inspections and reviews	Available from the clerk upon request.	Hourly rate at the time of request.
Parish Plan	We do not have one	
Annual Report to Parish	Available from the clerk upon request.	Hourly rate at the time of request.
Quality status	Not applied for.	
Local charters drawn up in accordance with DCLG guidelines	None	

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Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum	All decisions are made at Parish Council Meetings by a show of hands. Recorded in a hard copy on numbered pages.	
Timetable of meetings	Meets 11 times a year, once a month, not in August unless urgent business requires us to do so.	
Agendas of meetings	Posted on all 3 public notice boards, 5 days before the meeting is due to take place.	
Minutes of meetings	Held in hard copy by the clerk. All pages numbered and signed off by the presiding chairman at each meeting.	
Reports presented to council meetings	Given in writing to all members with the agenda for the meeting that will be dealing with it.	

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Responses to consultation papers	Issued by the clerk after the members have agreed.	
Responses to planning applications	Issued by the clerk after the members have agreed.	
Bye-laws	None at present are in force.	
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)	Available from the clerk upon request in hard copy.	Hourly rate at the time of request.
Policies and procedures for handling requests for information Complaint's procedures (including those covering requests for information and operating the publication scheme)		
Information security policy	Available from the clerk upon request in hard copy.	Hourly rate at the time of request.
Records management policies (records retention, destruction and archive)	Available from the clerk upon request in hard copy.	Hourly rate at the time of request.

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Data protection policies	Available from the clerk upon request in hard copy.	Hourly rate at the time of request.
Schedule of charges) for the publication of information)	30p A copy Available from the clerk upon	
Class 6 – Lists and Registers Currently maintained lists and registers only	Available from the clerk upon request in hard copy.	Hourly rate at the time of request.
Any publicly available register or list	Available from the clerk upon request in hard copy.	Hourly rate at the time of request.
Assets Register	Available from the clerk upon request in hard copy.	Hourly rate at the time of request.
Disclosure log	Available from the clerk upon request in hard copy.	Hourly rate at the time of request.
Register of members' interests	Available from the clerk upon request in hard copy.	Hourly rate at the time of request.
Register of gifts and hospitality	Available from the clerk upon request in hard copy.	Hourly rate at the time of request.

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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	Available from the clerk upon request in hard copy.	Hourly rate at the time of request.
Burial grounds and closed churchyards	None	
Community centres and village halls	Available from the clerk upon request in hard copy.	Hourly rate at the time of request.
Parks, playing fields and recreational facilities	Available from the clerk upon request in hard copy.	Hourly rate at the time of request.
Seating, litter bins, clocks, memorials and lighting	Available from the clerk upon request in hard copy.	Hourly rate at the time of request.
Markets	None	
Public conveniences	Medway Council	
Agency agreements		
A summary of services for which the council is entitled to recover a fee, together with those fees	None	
Additional Information	Most information is also available on our website: www.stokekent-pc.gov.uk	

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SCHEDULE OF CHARGES

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @10p per sheet (black & white)	Actual cost 3p plus time at current hourly rate.
	Photocopying @15.p per sheet (colour)	Actual cost 12p plus time at current hourly rate.
	Postage	Actual cost of Royal Mail First class
Statutory Fee		In accordance with the relevant legislation

This policy was agreed by the full council on 17th March 2021.