



# **STOKE HOLY CROSS PARISH COUNCIL**

## **Freedom of Information Publication Scheme**

**Approved and adopted by Stoke Holy Cross Parish Council April 2026**

**Date of next review: April 2027**

## Information available from Stoke Holy Cross Parish Council under its publication scheme.

*Hard copies of documents are available from the Clerk and will be charged in accordance with the Schedule on Page 5.*

Information to be published	How the information can be obtained	Cost
<p><b>Class1 - Who we are and what we do:</b></p> <p>Organisational information, structures, locations and contacts.</p> <p>(This will be current information only.)</p>	<p>From the Council's website.</p> <p>Displayed on noticeboards.</p> <p>As a hard copy from the Clerk or electronically attached to an email from the Clerk.</p>	<p>See costs on Page 5 for hard copies of documents in Class 1</p>
<p>Who's who on the Council and its Committees.</p>	<p>From the Council's website.</p> <p>Displayed on noticeboards.</p> <p>As a hard copy from the Clerk or electronically attached to an e mail from the Clerk.</p>	<p>As above.</p>
<p>Contact details for Parish Clerk and Councillors</p>	<p>From the Council's website.</p> <p>Displayed on noticeboards.</p> <p>Clerk's contact details are on Page 5. Clerk and Councillors' details hard copy, as an attachment to an email from the Clerk.</p>	<p>As above.</p>
<p>Location of main Council office and accessibility details</p>	<p>The Council has no office. Meetings at the Community Hall. Meetings are open to public.</p>	
<p>Staffing structure</p>	<p>The Council employs a Parish Clerk, Cleaner and Caretaker.</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)  Current and previous financial year as a minimum.	From the Council's website or as a hard copy from the Clerk.	See costs on Page 5 for hard copies of documents in Class 2
Annual Return (Pages 2, 3 and 5) Reasons for Variations = / - 15% Payments over £100	From the Council's website or as a hard copy from the Clerk .	As above.
Finalised budget.	From the Council's website or as a hard copy from the Clerk .	As above.
Precept.	From the Council's website or as a hard copy from the Clerk.	As above.
Financial Regulations and Standing Orders.	From the Council's website or as a hard copy from the Clerk.	As above.
Grants given and received. Grant Awarding Policy	From the Council's website or as a hard copy from the Clerk.	As above.
List of current contracts awarded and value of contract.	Hard copy from the Clerk.	As above.
Councillors' allowances and expenses.	Hard copy from the Clerk, if applicable.	As above.
<b>Class 3 – What our priorities are and how we are doing:</b> (Strategies and plans, performance indicators, audits, inspections and reviews)		See costs on Page 5 for hard copies of documents in Class 3
Action Plan/s [if any]	From the Council's website or as a hard copy from the Clerk.	As above.
Minute relating to General Power of Competence adoption.	From the Council's website or as a Hard copy from the Clerk.	As above.

<p><b>Class 4 – How we make decisions:</b> (Decision-making processes and records of decisions.)</p> <p>Current and previous council year as a minimum</p>		See costs on Page 5 for hard copies of documents in Class 4
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	From the Council's website or as a hard copy from the Clerk. Parish noticeboard/s.	As above.
Agendas of meetings (as above)	From the Council's website or as a hard copy from the Clerk.	As above.
Minutes of meetings (as above) – NB this will exclude information that is properly regarded as confidential.	From the Council's website or as a hard copy from the Clerk.	As above.
Responses to planning applications.  Responses to consultation papers	See relevant meeting minutes. From the Council's website or as a hard copy from the Clerk.	As above.
<p><b>Class 5 – Our policies and procedures:</b> (Current written protocols, policies and procedures for delivering services and responsibilities)</p>	From the Council's website or as a hard copy from the Clerk.	See costs on Page 5 for hard copies of documents in Class 5
<p><b>Class 6 – Lists and Registers:</b></p> <p>Currently maintained lists and registers only</p>		See costs on Page 5 for hard copies of documents in Class 6
Assets Register	From the Council's website or as a hard copy from the Clerk.	As above.
Register of councillors' interests	Available from South Norfolk District Council website.	
Register of gifts and hospitality (if any)	Apply to Clerk.	

<b>Class 7 – The services we offer:</b> Information about the services the Council offers, including leaflets, guidance and newsletters produced for the public and businesses  Current information only	From the Council's website or as a hard copy from the Clerk	See costs on Page 5 for hard copies of documents in Class 7
Allotments	Tenancy document available from the Clerk as a hard copy	As above.
Seating, litter bins	No relevant information	
Shelter	No relevant information	
A summary of services for which the Council is entitled to recover a fee, together with those fees (e.g., burial fees)	None	

**Contact details of the Clerk:**

clerk@stokeholycross-pc.gov.uk  
01603 339139

**Schedule of charges**

Type of charge	Description	Basis of charge
<b>Disbursement cost</b>	Photocopying @ 20p per single-sided sheet (black & white)	Actual cost based on computer printing
	Photocopying @ £1.00p per single-sided sheet (colour)	Actual cost based on computer printing
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class. Recorded delivery if requested at standard price