

Stockbury Parish Council

FREEDOM of INFORMATION ACT PUBLICATION SCHEME

Stockbury Parish Council, like all public authorities, is subject to the Freedom of Information Act 2000 ("the Act"). The Act aims to make information held by public authorities more accessible to the public and allows individuals and companies to request a wide variety of material. This document is based on the Model Publication Scheme for Parish/Community Councils as approved by the Information Commissioner.

Many of the items covered by this Scheme are regularly published on the Parish Notice Boards and on the Stockbury Web Site. The means by which other items may be view were discussed and agreed by the Parish Council at its meeting on 11th January 2010 and are set out below. The areas covered by the Scheme are listed below.

TERMS UNDER WHICH ITEMS ARE AVAILABLE

- Items will be available for inspection only to Stockbury Parishioners, unless the Parish Council agrees that an exception should be made.

- Where items are not freely available on the Parish Notice Boards or the website, a copy may be requested in writing, giving two week's notice, from the Clerk (address above) and a charge of 20p per sheet with a minimum charge of £2.00 will be made to cover the cost of photocopying, the Clerk's time in dealing with the request, and the postage and packing (by Royal Mail Standard Second Class Delivery).

This charge is to ensure that the ratepayers do not have to pay collectively for the added legal requirement but so that it shall fall on individuals who exercise the right. It is also intended to act as a deterrent to frivolous or mischievous requests.

- If your preference is to inspect the records containing the information, a written application should be made at two week's notice to the Clerk for an appointment to viewing at a suitably convenient location (which does not include the Clerk's home) e.g. the Village Hall. A reasonable time will be allowed for viewing and the taking of notes. A charge will be made not exceeding £10 plus the hire of the hall for the period required.

- Information will not be made available where it is readily available elsewhere e.g. at the Borough Council's Offices, under existing arrangements.

- These arrangements will be reviewed annually

CATEGORIES of INFORMATION COVERED BY THE PUBLICATION SCHEME and HOW THEY WILL BE MADE AVAILABLE

CLASS 1: Who We Are and What We Do — Current information only

(Organisation information, structures, locations and contacts)

1.1 Who's Who on the Council and its Committees (Published on the website and on the Parish Notice Boards)

1.2 Contact Details for Parish Clerk and Parish Councillors (Published on the website and on the Parish Notice Boards)

1.3 Location of Parish Council Office and accessibility details (Published on the website and on the Parish Notice Boards)

1.4 Staffing Structure (Available by written request to the Clerk)

CLASS 2: What we Spend and How we Spend it — Current and Previous Financial Year only

(Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)

The following items are available by written request to the Clerk:

2.1 Annual Return Form and Report by Auditor

2.2 Finalised Budget

2.3 Precept

2.4 Financial Regulations

2.5 Grants Received and Given

2.6 List of current Contracts Awarded and Value of Contracts

2.7 Members Allowances and Expenses

CLASS 3: What our Priorities Are and How We Are Doing

(Strategies and plans, performance indicators, audits inspections and reviews)

The following items are available by written request to the Clerk and on the Parish website:

3.1 Annual Report to Parish Meeting --- Current and previous year only

3.2 Annual Meeting of the Parish Council

CLASS 4: How We Make Decisions — Current and previous year only

(Decision making processes and records of decisions)

4.1 Time Table of Parish Council Meetings and Committees (if any)

(Published on the Parish Notice Boards and the website)

4.2 Agendas of Meetings including Committees

(Published on the Parish Notice Boards and the website)

4.3 Minutes of Meetings including Committees (Will exclude information that is properly regarded as private to the meeting)

(Published on the website)

4.4 Reports presented to Council Meetings (Will exclude information that is properly regarded as private to the meeting)

(Available by written request to the Clerk)

4.5 Responses to Consultation Papers

(Available by written request to the Clerk)

4.5 Responses to Planning Applications

(Available by written request to the Clerk)

CLASS 5: Our Policies and Procedures — Current information only

(Current written protocols, policies and procedures for delivery of our services and responsibilities)

The following information is available by written request to the Clerk:

5.1 Procedural Standing Orders

5.2 Committee and sub Committee terms of reference

5.3 Delegated responsibility in respect of Officers.

5.4 Code of Conduct

5.5 Policy Statements

5.6 Complaints Procedure (including those covering requests for information and operating the publications scheme)

5.7 Records Management Policies

CLASS 6: Lists and Registers — Current maintained lists and registers only

The following information is available by written request to the Clerk:

6.1 Any publicly available register or list

6.2 Assets Register

6.3 Register of Members' Interests

6.4 Register of Gifts and hospitality

CLASS 7: The Services we Offer — Current information only

(Information about the services we offer, including any leaflets or newsletters)

The following information is available by written request to the Clerk:

- 7.1 Allotments
- 7.2 Seating, Litter Bins
- 7.3 Speedwatch
- 7.4 Children's Play Area
- 7.5 Tree Warden
- 7.6 Footpaths Officer
- 7.7 Neighbourhood Watch

Last updated: November 2014