Stantonbury Parish Council - Freedom of Information Act Policy

Information available from Stantonbury Parish Council under the model publication scheme

Information to be published	How the information can be obtained	Cost (as per detailed schedule)
Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only		
Who's who on the Council and its Committees	Website / hard copy	
Location of main Council office and accessibility details	Website / hard copy	
Staffing structure	Website / 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 financial year as a minimum		
Annual return form and report by auditor	Hard copy	
Finalised budget	Hard copy	
Precept	Hard copy	
Borrowing Approval letter	Not Applicable	
Financial Standing Orders and Regulations	Hard copy	
Grants given and received	Hard copy	
List of current contracts awarded and value of contract	Hard copy	
Members' allowances and expenses	Not Applicable	
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)		
Parish Plan (current and previous year as a minimum)	Being formatted	
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Website / hard copy	

Quality status	Not Applicable	
Local charters drawn up in accordance with DCLG guidelines	Not Applicable	

Information to be published	**How the information can be obtained**	**Cost (as per detailed schedule)**
Class 4 - How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum)		
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Website / hard copy	
Agendas of meetings (as above)	Website / hard copy	
Minutes of meetings (as above) - nb this will exclude information that is properly regarded as private to the meeting.	Website / hard copy	
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Website / hard copy	
Responses to consultation papers	Hard copy	
Responses to planning applications	Hard copy	
Bye-laws	Not applicable	
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:		
Procedural standing orders	Hard copy	
Committee and sub-committee terms of reference	Hard copy	
Delegated authority in respect of offers	Not applicable	
Code of Conduct	Hard copy	
Policy statements	Hard copy	
Policies and procedures for the provision of services and about the employment of staff:		
Internal policies relating to the delivery of services		
Equality and diversity policy		
Health and safety policy		

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Recruitment policies (include current vacancies)		
Policies and procedures for handling requests for information	Hard copy	
Complaints procedures (including those covering requests for information and operating the publication scheme)		
Information security policy		
Records management policies (records retention, destruction and archive)		
Date protection policies		
Schedule of charges (for the publication of information)	Website / Hard copy	
Class 6 - Lists and Registers *Currently maintained lists and registers only*	*hard copy or website; some information may only be available by inspection*	
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions with suffice)	No applicable	
Assets Register	Hard copy	
Disclosure log (indicating the information that has been provided in response to requests; recommended as good practice, but may not be held by parish councils)	Not applicable	
Register of members' interest	Held by principle authority	
Register of gifts and hospitality	Held by principle authority	
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	*hard copy or website; some information may only be available by inspection*	
Allotments	Hard copy	
Burial grounds and closed churchyards	Not applicable	

Community centre and village halls	Hard copy	
Parks, playing fields and recreational facilities	Hard copy	
Seating, litter bins, clocks, memorials and lighting	Not applicable	
Bus shelters	Not applicable	
Markets	Not applicable	
Public conveniences	Not applicable	
Agency agreements	Hard copy	
A summary of services for which the council is entitled to recover a fee, together with those fees (eg burial fees)	No applicable	
Additional information		
This will provide Councils with the opportunity to publish information that is not itemised in the lists above	Not applicable	

Contact details:

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