

STONELEIGH AND ASHOW JOINT PARISH COUNCIL

POLICY STATEMENT – PUBLICATION SCHEME

Introduction

Our Publication Scheme is based on the model that has been prepared and approved by the Information Commissioner which states that public authorities must publish under their publication scheme any dataset they hold that has been requested, together with any updated versions, unless they are satisfied that it is not appropriate to do so. So far as reasonably practicable, they must publish it in an electronic form that is capable of re-use.

Stoneleigh Ashow Parish Council agrees to proactively publish or otherwise make available as a matter of routine, information which is held by the authority and falls within the classifications below.

Most of the information sources below can be accessed from the parish council's website and the remainder are available from the Parish Clerk (details below).

Information to be published

Who we are and what we do

Who's who on the Council

Contact details for the Parish Clerk and the Council members

What we spend and how we spend it

Annual Return Form and the Auditor's Report

Current and previous financial year

Finalised budget

Precept

All items of expenditure over £100

Financial Standing orders and Regulations

Grants given and received

Current contracts awarded and their value

Members allowances and expenses

What our priorities are and how we are doing

Annual report to the Annual Parish Meeting

Annual governance statement in format included in the Annual Return

How we make decisions.

Timetable of meetings

Agendas of meetings

Minutes of meetings

Reports presented to council meetings excluding material that is exempt from disclosure

Responses to consultation papers

Responses to planning applications

Our policies and procedures.

Policies and procedures for the conduct of council business

Procedural standing orders
Code of Conduct for councillors
Equality Policy
Health & Safety Policy
Complaints Procedure
Retention Policy
Data Protection Policy
Schedule of charges for the publication of information

Lists and Registers.

Assets Register
Register of Members' Interests

The Services we offer.

Playing fields

Exclusions

The classes of information we will not generally include:

- Information the disclosure of which is prevented by law, or exempt under the Freedom of Information Act, or is otherwise properly considered to be protected from disclosure.
- Information in draft form.
- Information that is no longer readily available as it is contained in files that have been placed in archive storage, or is difficult to access for similar reasons.

Inspection of Documents and Charges

In exceptional circumstances, some information may be available only by viewing in person. Where this manner is specified, contact details will be provided. An appointment to view the information will be arranged within a reasonable timescale.

Information will be provided in the language in which it is held or in such other language that is legally required. Where an authority is legally required to translate any information, it will do so. Obligations under disability and discrimination legislation and any other legislation to provide information in other forms and formats will be adhered to when providing information in accordance with this scheme.

Material which is published and accessed on a website will be provided free of charge. Material that has to be photocopied will be charged at 10 pence per sheet (25 pence for colour) and postage if applicable will be charged at the actual cost. Information that can be sent by email will be free.

Written Requests

Information held by a public authority that is not published under this scheme can be requested in writing, when its provision will be considered in accordance with the provisions of the Freedom of Information Act.

Contact Details

The parish council website is <http://stoneleighshowparishcouncil.co.uk/>

The Clerk is Mrs Becky Maoudis, PO BOX 6890, Coventry, CV6 9QU.

Tel 07886 000155

Email stoneleighshowparishcouncil@gmail.com

This policy was adopted by the Stoneleigh and Ashow Parish Council on 14th July 2022.
It will be reviewed on an annual basis.