

# STOCKTON PARISH COUNCIL PUBLICATION SCHEME

## **Introduction**

Our Publication Scheme is based on the model has been prepared and approved by the Information Commissioner.

This publication scheme commits an authority to make information available to the public as part of its normal business activities. The information covered is included in the classes of information mentioned below, where this information is held by the authority.

The scheme is a guide to the information that we routinely publish. It is not a list of actual publications (this will change as other things are published) but rather it is a description of the classes or types of information published.

## **Commitment**

Our scheme commits us to:

- To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the authority and falls within the classifications below.
- To specify the information which is held by the authority and falls within the classifications below.
- To proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within this scheme.
- To produce and publish the methods by which the specific information is made routinely available so that it can be easily identified and accessed by members of the public.
- To review and update on a regular basis the information the authority makes available under this scheme.
- To produce a schedule of any fees charged for access to information which is made proactively available.
- To make this publication scheme available to the public.

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)

## **Classes of Information**

### **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

Finalised budget

Precept

Financial Standing orders and Regulations

Grants given and received

Current contracts awarded and their value

Members allowances and expenses

Details of all payments made and received

### **What our priorities are and how we are doing.**

Parish Plan

Chairman's annual report to the Annual Parish Meeting

Quality status

### **How we make decisions.**

Timetable of meetings

Agendas of meetings

Minutes of meetings

Reports presented to council meetings apart from those that contain items that the council deems to be private.

Responses to consultation papers

Responses to planning applications

### **Our policies and procedures.**

Policies and procedures for the conduct of council business

Procedural standing orders

Delegated authority in respect of Parish Clerk

Code of Conduct for councillors

Equality Policy

Health & Safety Policy

Complaints Procedure

Information Security Policy

Records and Data Management 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.**

Cemetery including Schedule of Burial Fees

Playing field

Seating, litter bins, signs, street lighting, bus shelter

### **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.

**This policy was adopted by Stockton Parish Council on 19<sup>th</sup> June 2023 and will be reviewed in three years' time, at the AGM**

### **Contact Details**

The parish council website is [www.stockton-warks-pc.gov.uk](http://www.stockton-warks-pc.gov.uk) . The Clerk is Mr W J Robinson, 74 George Street, Stockton, Southam, Warwickshire, CV47 8JT, Tel 01926 814094, email [info@stockton-warks-pc.gov.uk](mailto:info@stockton-warks-pc.gov.uk)