



Publication Scheme

Adopted: October 2026, minute reference 26/139 (a)

1. Introduction

This Publication Scheme commits Stoke sub Hamdon Parish Council to make information available proactively, in accordance with the Information Commissioner's Office (ICO) Model Publication Scheme. The Scheme sets out the classes of information the Council publishes, how that information can be accessed, and any charges that may apply.

The Council aims to be open, transparent, and accountable in all its operations and will publish information whenever possible.

2. The ICO Model Publication Scheme

Stoke sub Hamdon Parish Council has adopted the ICO's Model Publication Scheme, which is applicable to all public authorities. The Scheme requires the Council to publish information under the following classes:

1. Who we are and what we do
2. What we spend and how we spend it
3. What our priorities are and how we are doing
4. How we make decisions
5. Our policies and procedures
6. Lists and registers
7. The services we offer

Information will be published on the Council's website or in hard copy on request, or by inspection.

3. Class 1 – Who We Are and What We Do

Information about the Council, its structure, and its roles.

- Council contact details
- Names and contact details of Councillors
- Clerk and Responsible Financial Officer contact details
- Committee structures
- Council boundaries and area map
- Representation on external bodies

4. Class 2 – What We Spend and How We Spend It

Financial information relating to projected and actual income and expenditure.

- Annual budget
- Precept information
- Annual accounts and AGAR documentation
- Internal and external audit reports
- Procurement information and contracts awarded
- Grants given and received
- Councillor and staff allowances and expenses
- Financial Regulations
- Reserves Policy

5. Class 3 – What Our Priorities Are and How We Are Doing

Strategies, plans, and performance information.

- Annual Report
- Clerk's Annual Plan
- Strategic priorities and objectives
- Action plans for major projects
- Reports to Council on progress and performance

6. Class 4 – How We Make Decisions

Information about decision-making processes and records of decisions.

- Council meeting agendas
- Council meeting minutes
- Committee minutes
- Standing Orders
- Scheme of Delegation
- Responses to public consultations
- Notices of public meetings

7. Class 5 – Our Policies and Procedures

Current written protocols, policies, and procedures for delivering Council functions.

- Standing Orders
- Financial Regulations
- Financial Investment
- Memorial Bench
- Code of Conduct
- Bullying and Harassment
- Privacy Notice
- Procurement Policy
- Recording of Meetings
- Safeguarding
- Equality & Diversity
- Grievance
- Complaints Policy
- Freedom of Information Policy
- Data Protection Policy
- Records Retention Policy
- Risk Management Policy
- Grant Awarding Policy
- Communications & Social Media Policy
- Internal Controls
- Reserves Policy
- Any other adopted policies

8. Class 6 – Lists and Registers

Information held in registers required by law or maintained by the Council.

- Asset Register
- Risk Register
- Register of Members' Interests
- Register of Gifts and Hospitality
- Register of land owned or managed by the Council

9. Class 7 – The Services We Offer

Information about the services provided by the Council.

- Village events supported or organised by the Council
- Community grants
- Allotment Management
- Land Management
- HYFC/T (Building and Grounds)
- Village Maintenance
- Other services delivered locally

10. How Information is Published

Information will be made available:

- On the Council website: <https://Stoke-sub-Hamdonparishcouncil.gov.uk>
- In hard copy on request
- By inspection (where appropriate)

The Council will ensure information is accessible, up-to-date, and published in a timely manner.

11. Charges

Information published on the website is free of charge.

Charges may apply for:

- Photocopying or printing
- Postage
- Disbursements (e.g., USB drives)
- Significant officer time where permitted under FOIA charging rules

A Fees Notice will be issued where applicable.

12. Contact Details

Requests for information should be directed to:

The Clerk Stoke-sub-Hamdon Parish Council Email: clerk@Stoke-sub-hamdon-parish-council.gov.uk

13. Review of the Publication Scheme

This Scheme will be reviewed annually or sooner if required by changes in legislation or best practice.