

Stewkley Parish Council Publication Scheme

1. Availability

Stewkley Parish Council will make information publicly available under the Data Protection Act 1998, or Freedom of Information Act 2000, or Environmental Information Regulations 2004 unless there are sound operational or public interest reasons for not doing so or there are legal reasons preventing it – in particular reasons relating to the Data Protection Act 1998 and the privacy of individuals.

The sort of information Stewkley Parish Council holds is listed in its Publication Scheme.

Please note that requests must be about specific information. This does not mean copies of documents.

2. Confidentiality

Stewkley Parish Council will not classify information as **CONFIDENTIAL** without clear justification for doing so, as provided for under the terms of Freedom of Information legislation.

3. Equality

Stewkley Parish Council will make the information requested available in any reasonable format appropriate to a person's physical, social or educational circumstances, or first language.

4. Charges

As allowed by the Freedom of Information or Data Protection Acts and the Environmental Information Regulations, to help cover the cost of finding and making available the requested information, Stewkley Parish Council will charge the fee (if any) shown in its Publication Scheme. Any fee would be payable before the information is provided.

If an applicant requests information where, following an initial assessment of the workload, to provide it would cost more than the maximum allowed by current Freedom of Information and Data Protection (Appropriate Limit and Fees) Regulations, Stewkley Parish Council will contact the applicant and let him/her know what the fee will be before proceeding.

5. Contact us

To make a request for information please contact the Parish Clerk. Stewkleyparishclerk@gmail.com

Or at the following address.

C/o St Michael's CE School, Chapel Square, Stewkley, Leighton Buzzard, Beds., LU70HA

Information to be published	How the information can be obtained
Class1 - Who we are and what we do	
Who's who on the Council and its Committees	Website May AGM Notice boards
Contact details for Parish Clerk	Website
Class 2 – What we spend and how we spend it <i>(Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)</i>	
Annual return form and report by auditor	Website
Finalised budget	Hard copy
Precept	Hard copy
Financial Standing Orders and Regulations	Hard copy
Grants given and received	Hard copy
List of current contracts awarded and value of contract eg Website, SEA, iphone, Bins, Windows Office, McAfee, Bin emptying, Street Lighting	Hard copy
Burial and Memorial Payments	

Class 3 – What our priorities are and how we are doing <i>(Strategies and plans, performance indicators, audits, inspections and reviews)</i>	
Neighbourhood Plan (when completed)	Website
Annual Report to Parish or Community Meeting	Website May APM Minutes
Class 4 – How we make decisions <i>(Decision making processes and records of decisions)</i>	
Timetable of meetings (Council meetings) First Monday of Month APM in May	Website
Agendas of meetings (as above)	Website (& notice boards week prior to meeting)
Minutes of meetings (as above) – n.b. this will exclude information that is properly regarded as private to the meeting.	Website
Reports presented to council meetings – n.b. this will exclude information that is properly regarded as private to the meeting.	Website
Responses to consultation papers	AVDC Website
Responses to planning applications	AVDC Website
Bye-laws	Hard copy

<p>Class 5 – Our policies and procedures <i>(Current written protocols, policies and procedures for delivering our services and responsibilities)</i></p>	
<p>Policies and procedures for the conduct of council business: Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements</p>	Hard Copy Website
<p>Policies and procedures for the provision of services and about the employment of staff:</p> <p>Internal instructions to staff and policies relating to the delivery of services Equality and diversity policy Health and safety policy Recruitment policies (including current vacancies) Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme)</p>	Hard copy
Information security policy	Hard Copy

Records management policies (records retention, destruction and archive)	Hard copy
Data protection policies	Hard Copy
Schedule of charges (for the publication of information)	Website
Class 6 – Lists and Registers <i>(Currently maintained lists and registers only)</i>	
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	
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)	Hard Copy
Register of members' interests	Website
Register of gifts, honoraria, charity (Christmas tree) and hospitality	Hard Copy
Class 7 – The services we offer <i>(Information about the services we offer: website)</i>	
Wildlife Reserve, playing fields and recreational facilities contracted to Stewkley Recreation Ground Association	Website

Seating (4 benches), litter bins, memorials and lighting, Spinney	Website
Bus shelters	Website
Agency agreements	By inspection
Burial ground administration - Stewkley Lawn Cemetery	Website
Village Maintenance	Website

Contact details: Stewkley Parish Clerk stewkleyparishclerk@gmail.com

SCHEDULE OF CHARGES

This describes how the charges have been arrived at and should be published as part of the guide.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 10p per sheet (black & white)	Actual cost*
	Photocopying @ 50p per sheet (colour)	Actual cost*
	Postage	Actual cost of Royal Mail standard 2 nd class or 1st Class if required to meet deadline.
	Costs for FOI requests exceeding £450	Additional hours @ £20 per hour
Statutory Fee		In accordance with the current relevant legislation

* the actual cost incurred by the public authority