



PUBLICATION SCHEME

Stoke Mandeville Parish Council – publication scheme

Title	Publication scheme
Owner	Clerk
Version number	0.1
Primary audience	General public, councillors and staff
Document location	Shared drive
Objective	
This document sets out the information available from Stoke Mandeville Parish Council under the model publication scheme.	

In accordance with section 20 of the Freedom of Information Act 2000, the Information Commissioner has developed and approved a new model publication scheme which was adopted by Stoke Mandeville Parish Council on 9th December 2008.

Information to be published	How the information can be obtained	Cost
Class1 - Who we are and what we do		
Who's who on the Council and its Committees	Notice boards Parish Council website Hard Copy from Clerk	Free Free 10p per sheet
Contact details for Parish Clerk and Council members	Notice boards Parish Council website Hard Copy from Clerk	Free Free 10p per sheet
Location of main Council office and accessibility details	Notice boards Parish Council website Hard Copy from Clerk	Free Free 10p per sheet
Staffing structure	Part time Clerk	

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Class 2 – What we spend and how we spend it		
Annual return form and report by auditor	Parish Council website Hard Copy from Clerk	Free 10p per sheet
Finalised budget	Parish Council website Hard Copy from Clerk	Free 10p per sheet
Precept	Parish Council website Hard Copy from Clerk	Free 10p per sheet
Borrowing Approval letter	n/a	n/a
Financial Standing Orders and Regulations	Parish Council website Hard Copy from Clerk	Free 10p per sheet
Grants given and received	Annual Accounts – Website Annual Accounts – Hard copy	Free 10p per sheet
List of current contracts awarded and value of contract	On request from Clerk	10p per sheet
Members’ allowances and expenses	Annual Accounts – Website Annual Accounts – Hard copy	Free 10p per sheet
Class 3 – What our priorities are and how we are doing		
Neighbourhood Plan	Work in progress	
Annual Report to Parish or Community Meeting	Parish Council website Hard Copy from Clerk	Free 10p per sheet
Local Council Award Scheme	Application submitted	
Business Plan	Website Hard copy	Free 10p per sheet
Class 4 – How we make decisions		
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Notice boards Parish Council website Hard Copy from Clerk	Free Free 10p per sheet
Agendas of meetings (as above)	Parish Council website Hard Copy from Clerk	Free 10p per sheet

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Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Parish Council website Hard Copy from Clerk	Free 10p per sheet
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Hard copy from Clerk	10p per sheet
Responses to consultation papers	Parish Council website Hard Copy from Clerk	Free 10p per sheet
Responses to planning applications	In minutes of meetings available on the Parish Council website or in hard copy from the Clerk	Free 10p per sheet
Class 5 – Our policies and procedures		
<p>Policies and procedures for the conduct of council business:</p> <p>Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct</p>	Parish Council website Hard Copy from Clerk	Free 10p per sheet

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<p>Policies and procedures for the provision of services and about the employment of staff:</p> <p>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>	<p>Hard copy from Clerk Hard copy from Clerk Hard copy from Clerk Website / Hard copy from Clerk Website / Hard copy from Clerk</p>	<p>10p per sheet</p>
Information security policy	Hard copy from Clerk	10p per sheet
Records management policies (records retention, destruction and archive)	None	
Data protection policies	Hard copy from Clerk	10p per sheet
Schedule of charges (for the publication of information)	Parish Council website Hard Copy from Clerk	Free 10p per sheet
Class 6 – Lists and Registers (Currently maintained lists and registers only)		
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	Hard copy from Clerk	10p per sheet
Assets Register	Hard copy from Clerk	10p per sheet
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)	None	
Register of members' interests	Parish and Buckinghamshire Council website Hard copy from Clerk	Free 10p per sheet
Register of gifts and hospitality	Hard copy from Clerk	10p per sheet
Class 7 – The services we offer		
Allotments – Register and Tenancy Agreement	Hard copy from Clerk	10p per sheet
Burial grounds and closed churchyards	Parish Council website Hard Copy from Clerk	Free 10p per sheet

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Community centres and village halls	Contact Stoke Mandeville Village Community Association – 01296 615458	
Parks, playing fields and recreational facilities	Website	Free
Seating, litter bins, clocks, memorials and lighting	Hard copy from Clerk	10p per sheet
Bus shelters	Hard copy from Clerk	10p per sheet
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Hard copy from Clerk	10p per sheet
Additional Information		
Footpath maps	Parish Council website Hard Copy from Clerk	Free Free

Contact details:

The Clerk to the Council, Stoke Mandeville Parish Council, The Community Centre, Eskdale Road, Stoke Mandeville, Bucks HP22 5UJ
 Tel: 01296 613888 Email: clerk@stokemandeville-pc.gov.uk
 Website: www.stokemandevilleparishcouncil.org.uk

SCHEDULE OF CHARGES

This describes how the charges have been arrived at. Charges may be waived if accessibility issues apply.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 10p per sheet (black & white)	Actual cost, plus Clerk's time
	Postage DL Envelope 65p Large Letter 0-100g 88p Large Letter 101g – 250g £1.40 Large Letter 251g-500g £1.83	Actual cost of Royal Mail standard 2 nd class

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	Large Letter 501-750g £2.48	
Statutory Fee		In accordance with the relevant legislation
Other	Research	£10 per hour

Supporting Materials

This document should be read in conjunction with the following supporting materials:

- TBA

Review and approval

Sign off		
Finance & Governance C'tee	18/08/2020	V0.1
Full Parish Council	15/09/2020	V0.2
Next review date		
This document should be reviewed every three years or when significant change occurs to the subject matter.		
The next review date for this procedure is 1 September 2023 .		

Version Control / History

Version no.	Author	Date	Status/Comments
0.1	GWS	13.08.2020	Document put into new template with minor amendments