

## Information available from Stony Stratford Town Council under the model publication scheme

Information to be published	How the information can be obtained	Cost
<p><b>Class1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts)</p> <p>This will be current information only</p> <p>N.B. Councils should already be publishing as much information as possible about how they can be contacted.</p>	(hard copy and/or website)	See schedule of charges
Who's who on the Council and its Committees	WEBSITE/HARD COPY	
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	WEBSITE/HARD COPY	
Location of main Council office and accessibility details	WEBSITE/HARD COPY	
Staffing structure	WEBSITE/HARD COPY	
<p><b>Class 2 – What we spend and how we spend it</b> (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)</p> <p>Current and previous financial year as a minimum</p>	(hard copy and/or website)	
Annual return form and report by auditor	WEBSITE/HARD COPY	

Finalised budget	WEBSITE/HARD COPY	
Precept	WEBSITE/HARD COPY	
Borrowing Approval letter	NOT APPLICABLE	
Financial Standing Orders and Regulations	WEBSITE/HARD COPY	
Grants given and received	WEBSITE/HARD COPY	
List of current contracts awarded and value of contract	WEBSITE/HARD COPY	
Members' allowances and expenses	WEBSITE/HARD COPY	
<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)	(hard copy or website)	
Parish Plan (current and previous year as a minimum)	WEBSITE/HARD COPY	
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	WEBSITE/HARD COPY	
Quality status	WEBSITE/HARD COPY	
Local charters drawn up in accordance with DCLG guidelines	NOT APPLICABLE	
<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions)	(hard copy or website)	
Current and previous council year as a minimum		
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	WEBSITE/HARD COPY	
Agendas of meetings (as above)	WEBSITE/HARD COPY	
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	WEBSITE/HARD COPY	

Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	WEBSITE/HARD COPY	
Responses to consultation papers	WEBSITE/HARD COPY	
Responses to planning applications	WEBSITE/HARD COPY	
Bye-laws	NOT APPLICABLE	
<b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities)  Current information only	(hard copy or website)	
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	WEBSITE/HARD COPY WEBSITE/HARD COPY NOT APPLICABLE WEBSITE/HARD COPY WEBSITE/HARD COPY	
Policies and procedures for the provision of services and about the employment of staff:  Internal 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	WEBSITE  WEBSITE	

Complaints procedures (including those covering requests for information and operating the publication scheme)	WEBSITE/HARD COPY	
Information security policy		
Records management policies (records retention, destruction and archive)	WEBSITE/HARD COPY	
Data protection policies		
Schedule of charges (for the publication of information)		
<b>Class 6 – Lists and Registers</b>		
Currently maintained lists and registers only	(hard copy or website; some information may only be available by inspection)	
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	NOT APPLICABLE	
Assets Register	WEBSITE/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)	NOT APPLICABLE	
Register of members' interests	HELD BY PRINCIPAL AUTHORITY	
Register of gifts and hospitality	HELD BY PRINCIPAL AUTHORITY	
<b>Class 7 – The services we offer</b>		
(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)	(hard copy or website; some information may only be available by inspection)	
Current information only		

Allotments	WEBSITE/HARD COPY	
Burial grounds and closed churchyards	NOT APPLICABLE	
Community centres and village halls	NOT APPLICABLE	
Parks, playing fields and recreational facilities	NOT APPLICABLE	
Seating, litter bins, clocks, memorials and lighting	WEBSITE/HARD COPY	
Bus shelters	NOT APPLICABLE	
Markets	WEBSITE/HARD COPY	
Public conveniences	WEBSITE/HARD COPY	
Agency agreements	NOT APPLICABLE	
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	NOT APPLICABLE	
<b>Additional Information</b>		
This will provide Councils with the opportunity to publish information that is not itemised in the lists above		

## Contact details:

### SCHEDULE OF CHARGES

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

<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b>BASIS OF CHARGE</b>
<b>Disbursement cost</b>	Photocopying @ 5p per sheet (black & white)	Actual cost *
	Photocopying @ N/A per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Statutory Fee</b>		In accordance with the relevant legislation (quote the actual statute) FOI 2000
<b>Other</b>		

\* the actual cost incurred by the public authority