

FREEDOM OF INFORMATION ACT 2000 PUBLICATION SCHEME

In accordance with the above Act, the Council issues the following publication scheme –

Authority: Stony Stratford Town Council
The Library, 5 Church St, Stony Stratford, MK11 1BD.
Tel: 01908 566726. Fax: 01908 562562. E-mail: office@stonystratford.gov.uk

Responsible Officer /Maintaining Officer: Charles Brindley, Town Clerk

Papers referred to in this notice may also be inspected in Town Council office, by appointment.

Information published	Method of Publication
Council practice and procedures Council agendas, papers and minutes Projects Cttee agendas, papers & minutes Members' acceptance of office, Members' register of interests Council's Code of Conduct Council Standing Orders	Agendas, papers and minutes deposited in Stony Stratford reference library. Agendas on Council window facing Market Sq, and notice board Church St, (& from April 2003 Fullers Slade and Galley Hill notice boards) Available on application to monitoring officer of Milton Keynes Council. Copies also in reference section of Stony Stratford library. Copies in reference section of Stony Stratford library.
Finance / budget Annual Precept Receipts and payments Annual return and reports, vat Financial Regulations, Risk Assessment, bank statements	Published in Milton Keynes Unitary Council leaflet Published in Town Council minutes Copy in reference section of Stony Stratford library Copy in reference section of Stony Stratford library Copy in reference section of Stony Stratford library
Planning <u>List of</u> planning applications Council responses to applications Adopted and draft Local Plan	Available at MK Council offices <u>and</u> published in free newspapers. Copy in reference section of Stony Stratford library
Periodic Electoral Review Documents on last Electoral Review Documents on last Boundary change	Available at Milton Keynes Council offices
Employment Terms and conditions of employment Job descriptions	Can be inspected in Town Council office by appointment Can be inspected in Town Council office by appointment
Exempt Material Personal information relating to Councillors (other than required to be declared in Register of Interest) Personal information relating to employees Tenders and bids from contractors and suppliers Note: Data Protection Legislation prohibits the publication of certain categories of information.	
Charging Policy Information can be inspected at Stony Stratford reference library, and by appointment at Council office, free of charge. Information that can be photocopied without breaching copyright laws can be copied on Stony Stratford Library photocopier at 5p per A4 sheet. A detailed search (for example through Council minutes) is subject to a charge of £10 per search.	
Review of Policy This policy was approved by Stony Stratford Town Council on 17 December 2002 and will be reviewed bi-annually.	
Note: Under Data Protection Legislation, the Council is required regularly to review the information that it keeps and to destroy that which does not form part of its official records. Enquirers wishing to inspect information are advised to telephone first to ensure the information required is still available.	