

Stocksfield Parish Council

Freedom of Information Act 2000 publication scheme

The Freedom of Information Act 2000 creates a public “right of access” to information held by public authorities such as local Councils, and places a duty on them to adopt and maintain publication schemes for the routine release of important information such as annual reports and accounts.

In general, public authorities have 20 working days in which to respond to an information request, though this deadline can be extended in certain cases and/or with the agreement of the requester. Requests can be refused if they cost more than £600 to fulfil, including the cost of time spent searching for files.

The following publication scheme lists the information available to the public from Stocksfield Parish Council, along with details of how the information can be obtained and at what cost. The publication scheme has been approved by the Information Commissioner.

Information to be published	How the information can be obtained	Cost
Class1 - Who we are and what we do		
Organisational information, structures, locations and contacts – current information only.	Website – stocksfieldpc.org.uk Hard copy – contact Clerk See also Parish Information Card	Free
Who’s who on the Council and its Advisory Groups	As above	Free
Contact details for Parish Clerk and Council members	As above	Free
Location of main Council office and accessibility details	As above	Free
Staffing structure	As above	Free

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Class 2 – What we spend and how we spend it		
Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit - current and previous financial year as a minimum	As above	Free
Annual return form and report by auditor	Hard copy – contact Clerk	10p per sheet
Finalised budget	Available on request	10p per sheet
Precept	Available on request	10p per sheet
Borrowing Approval letter	Available on request	10p per sheet
Financial Standing Orders and Regulations	Available on request	10p per sheet
Grants given and received	Available on request or see minutes	10p per sheet
List of current contracts awarded and value of contract	Available on request	10p per sheet
Members' allowances and expenses	Available on request	10p per sheet

Class 3 – What our priorities are and how we are doing		
Strategies and plans, performance indicators, audits, inspections and reviews	Available on request	10p per sheet
Parish Plan, including reviews carried out in current and previous year as a minimum	Available on request	£5
Report to Annual Parish Meeting - current and previous year as a minimum	Available on request	£2
Quality status	N/A	
Local charters drawn up in accordance with Department for Community and Local Government (DCLG) guidelines	Available on request	10p per sheet

Class 4 – How we make decisions		
Decision making processes and records of decisions - current and previous year as a minimum	Available on request	10p per sheet
Timetable of meetings (Council meetings, Advisory Group meetings and Annual Parish meetings)	Website – www.stocksfield-pc.gov.uk Hard copy – contact Clerk	10p per sheet
Agendas of meetings (as above)	Parish Council notice boards	
Minutes of meetings (as above) – NB: this will exclude information that is properly regarded as private to the meeting	Website – www.stocksfield-pc.gov.uk Hard copy – contact Clerk	10p per sheet

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Reports presented to Council meetings – NB: this will exclude information that is properly regarded as private to the meeting	Hard copy contact Clerk	10p per sheet
Responses to consultation papers	Hard copy – contact Clerk	10p per sheet
Responses to planning applications	Hard copy – contact Clerk or see Notice Boards	10p per sheet
Bye-laws	N/A	

Class 5 – Our policies and procedures		
Current written protocols, policies and procedures for delivering our services and responsibilities - current information only	Available on request	10p per sheet
Policies and procedures for the conduct of Council business	Available on request	10p per sheet
Procedural standing orders	Available on request	10 per sheet
Advisory Group terms of reference		
Delegated authority in respect of officers		
Code of Conduct		
Policy statements		
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 Complaints procedures (including those covering requests for information and operating the publication scheme)	Available on request	10p per sheet
Information security policy	Available on request	10p per sheet
Records management policies (records retention, destruction and archive)	Available on request	10p per sheet
Data protection policies	Available on request	10p per sheet
Schedule of charges for the publication of information	Website – www.stocksfield-pc.gov.uk Available on request See below	

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Class 6 – Lists and Registers		
Currently maintained lists and registers only		
Any publicly available register or list	Available on request	
Assets Register	Available on request	
Disclosure log indicating the information that has been provided in response to requests	Available on request	
Register of members' interests	Available on request	
Register of gifts and hospitality	Available on request	

Class 7 – The services we offer		
Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses - current information only		
Allotments	N/A	
Burial grounds and closed churchyards	N/A	
Community centres and village halls	N/A	
Parks, playing fields and recreational facilities	See NE43 News from time to time	
Seating, litter bins, clocks, memorials and lighting	See NE43 News from time to time	
Bus shelters	See NE43 News from time to time	
Markets	N/A	
Public conveniences	N/A	
Agency agreements	N/A	
A summary of services for which the council is entitled to recover a fee, together with those fees	N/A	

Additional Information		
The Parish Council publishes a newsletter at least twice per year – NE43 News	Delivered to every household	Free
Parish Council information is also published in Stocksfield Community Association Newsletter (SCAN) 10 times per year	Delivered to members of Stocksfield Community Association	
Agendas and minutes of Council meetings and summaries of accounts are displayed monthly on two Parish Council notice boards		

Stocksfield Parish Council

Contact details:

Ms Lucy Guthrie
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Stocksfield Community Centre
Mount View Terrace
Stocksfield
NE43 7HL
Tel: 01661 844667
Email: clerk@stocksfield-pc.gov.uk
Website: www.stocksfield-pc.gov.uk

SCHEDULE OF CHARGES

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 10p per sheet (black & white)	Actual cost
	Photocopying @ 20p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation

Related Documents

Email and Internet Policy; Information Security Policy; Data Protection Policy; Guidelines for the Retention of Records

Adoption and Review History

Adopted at Parish Council Meeting on	01/12/08
Reviewed	13/04/15, 14/05/18
Reviewed	14 July 2021
Reviewed	1 July 2024
Next Review Due	June 2027