



Stoke St Gregory Parish Council Publication Scheme Policy

Availability

Stoke St Gregory Parish Council will provide information publicly available under the Data Protection Act 2018, the Freedom of Information Act 2000, or the Environmental Regulations 2004 - unless there are sound operational or public interest reasons for not doing so or there are legal reasons preventing it. In particular, there may be reasons relating to the Data Protection Act 1998 and the privacy of individuals.

The information and documentation that Stoke St Gregory Parish Council includes in this Publication Scheme Policy is listed in the annexes.

Confidentiality

Stoke St Gregory Parish Council will not classify information CONFIDENTIAL without clear justification for doing so (for example, the discussion of personal matters, legal advice, or commercially sensitive business) and as provided for under the terms of Freedom of Information legislation.

Equality

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

Charges

As permitted by the Freedom of Information Act, Data Protection Act, and the Environmental Regulations 2004, Stoke St Gregory Parish Council may charge a fee (if any) for costs that are associated with making documentation available. Any fee would be payable before the information is provided.

Following assessment of the workload, if an application is expected to result in costs in excess of the maximum allowable under the current Freedom of information and Data Protection (Appropriate limit and fees) Regulations, Stoke St Gregory Parish Council will contact the applicant to inform them of the fees before proceeding.

Contact

All requests for information or documentation owned by Stoke St Gregory Parish Council must be made to the Parish Clerk:

Kelly de Silva
10 Bay Hill, Ilminster, Somerset. TA19 0AT.
Telephone – 07701 053 903
E-mail – ssgparishclerk@hotmail.co.uk

Annex 1 – Publication Scheme

Information to be published	Where the information will normally be made available
Class1 - Who We Are and What We Do	
Stoke St Gregory Parish Council and any committees with delegated powers of the council Stoke St Gregory Parish Clerk	Website
Who is who on the Council and its Committees	Website
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website
Location of main contact address and accessibility details for meeting location	Website
Staffing structure	Hardcopy
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	Hardcopy or Website
Annual return form and report by auditor	Website
Finalised budget	Hardcopy
Precept	Website
Financial Standing Orders and Regulations	Website
Grants given and received	Hardcopy or Website
List of current contracts awarded and value of contract	Hardcopy
Members' allowances and expenses	Hardcopy
Class 3 – What Our Priorities Are and How We Are Doing	
Strategies and plans, performance indicators, audits, inspections, and reviews Current and previous year as a minimum	Hardcopy or Website
Parish Plan (current and previous year as a minimum)	Hardcopy *
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Website or Hardcopy

Class 4 – How We Make Decisions	
Decision making processes and records of decisions (current and previous council year as a minimum)	Hardcopy or Website
Timetable of meetings: Council and any committee/sub-committee meetings and parish meetings	Website
Agendas of meetings (as above)	Website
Minutes of meetings (as above). Minutes may exclude information that is properly regarded as being confidential	Website
Reports presented to council meetings. Reports may exclude information that is properly regarded as private to the meeting	Hardcopy or Website
Responses to consultation papers	Hardcopy or Website
Responses to planning applications	Website
Byelaws	Website
Class 5 – Our Policies and Procedures	
Current written protocols, policies, and procedures for delivering our services and responsibilities (current information only)	Hardcopy or Website
<p>Policies and procedures for the conduct of council business. To include:</p> <ul style="list-style-type: none"> • Procedural standing orders • Committee and sub-committee terms of reference • Delegated authority in respect of officers • Code of Conduct • Policy statements 	Website
<p>Policies and procedures for the provision of services and about the employment of staff. To include:</p> <ul style="list-style-type: none"> • Equality and Diversity policy • Health and Safety Policy • Recruitment Policy (including current vacancies) • Policies and procedures for handling requests for information • Complaint's procedures (including those covering requests for information and operating the publication scheme) • Management of Vexatious and Malicious Communications Policy 	Website*
Information Security Policy	Website
Records Management Policy (records retention, destruction, and archive)	Hardcopy
Data Protection Policy	Website

Schedule of Charges (for the publication of information)	Hardcopy
Class 6 – Lists and Registers	
Currently maintained lists and registers only	Hardcopy 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)	Hardcopy or Website (Some information may only be available by inspection at the Clerk's Office)
Assets Register	Website
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)	Hardcopy
Register of Members' Interests	SWT Website
Register of Gifts and Hospitality	Website
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	Hardcopy or Website (Some information may only be available by inspection)
Allotments	Website
Burial Grounds and Closed Churchyards	Website
Community Centres and Village Halls	Website
Parks, Playing Fields and Recreational Facilities	Website
Seating, Litter Bins, Clocks, Memorials, and Lighting	Website
Bus Shelters	Website
Services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Website

- Some of these items are to be created, adopted and published by the Parish Council

Annex 2 – Exempt Material

Exempt Material	
Personal information relating to Councillors (other than required to be declared in the members register of interests) Personal information relating to the Clerk Tenders and bids from Contractors	Data Protection Legislation prohibits the publication of certain categories of information

Annex 3 - Charging Policy

Information can be inspected on appointment with the Clerk or nominated Councillor free of charge.

Information that can be photocopied or printed -without breaching copyright laws - can be done so by the Clerk at a cost of 10p per single sided A4 black and white (15p per colour single A4 single side).

A3 or larger documents can be provided through the Parish Council's contracted printers at the standard cost that will be charged to the PC.

The Parish Council will respond within 20 working days of receipt of a written request to the Council to:

- confirm to you whether or not it holds the information
- advise you if a fee will be charged
- provide you with the information (after any relevant fee has been paid)

Annex 4 - Schedule of Charges

This schedule reflects the actual costs incurred by the Parish Council

Type of charge	Description	Basis of charge
Disbursement Cost	Photocopying / Printing 10p per single side of A4 Black and White	Actual cost 10p
	Photocopying / Printing 15p per single side A4 Sheet Colour	Actual Cost 15p
	Postage	Actual cost of Royal Mail standard 2 nd class (1 st class if requested by the applicant)
	Photocopying / Printing of A3 or larger documents	Actual cost of printing services (A quote will be obtained for the applicant before commencement of work)
Other	Search of archived records (e.g., burial records, council minutes etc.)	£30 per search