

Stanley and Stanley Common Parish Council

Information Guide and Schedule of Charges

1.0 Introduction

1.1 The Freedom of Information Act 2000 requires public authorities, which includes Parish Councils in England and Wales to adopt and maintain a publication scheme. The information available from Stanley and Stanley Common Parish Council is published in accordance with the Information Commissioners Office model publication scheme.

Publication Scheme

Type of information	How it can be obtained	Cost
Class1 - Who we are and what we do		
Contact details for the Parish Clerk, Council and Committee Members	- Electronic copy - Inspection	Free–via email or website* Free
Location of Meeting venues and accessibility details	- Electronic copy - Inspection	Free–via email or website* Free
Class 2 – What we spend and how we spend it (Information available for current and previous year)		
Annual Governance and Accountability Return, and report by auditor	- Electronic copy - Inspection - Hardcopy – contact Clerk	Free–via email or website* Free As per schedule of charges below
Finalised Budget	- Electronic copy - Inspection - Hardcopy – contact Clerk	Free–via email or website* Free As per schedule of charges below
Precept Request	- Electronic copy - Inspection - Hardcopy – contact Clerk	Free–via email or website* Free As per schedule of charges below
Borrowing Approval	N/A	
Council's Financial Regulations	- Electronic copy - Inspection - Hardcopy – contact Clerk	Free–via email or website* Free As per schedule of charges below
Grants given and received	- Electronic copy - Inspection - Hardcopy – contact Clerk	Free–via email or website* Free As per schedule of charges below
List of current contracts awarded and value	- Electronic copy - Inspection - Hardcopy – contact Clerk	Free–via email or website* Free As per schedule of charges below
Members' allowances and expenses	- Electronic copy - Inspection - Hardcopy – contact Clerk	Free–via email or website* Free As per schedule of charges below

Class 3 – What our priorities are and how we are doing (Information available for current and previous year)		
Annual Report to Parish Meeting	• Electronic copy • Inspection • Hardcopy – contact Clerk	Free–via email or website* Free As per schedule of charges below
Class 4 – How we make decisions (Information available for current and previous year)		
Timetable of Council and Parish Meetings	• Electronic copy • Inspection • Hardcopy – contact Clerk	Free–via email or website* Free As per schedule of charges below
Agendas of meetings	• Electronic copy • Inspection • Hardcopy – contact Clerk	Free–via email or website* Free As per schedule of charges below
Minutes of meetings (excluding information that is properly regarded as private to the meeting)	• Electronic copy • Inspection • Hardcopy – contact Clerk	Free–via email or website* Free As per schedule of charges below
Reports presented to Council meetings (excluding information that is properly regarded as private to the meeting)	• Electronic copy • Inspection • Hardcopy – contact Clerk	Free–via email or website* Free As per schedule of charges below
Responses to consultation papers	• Electronic copy • Inspection • Hardcopy – contact Clerk	Free–via email or website* Free As per schedule of charges below
Reponses to planning applications	• Electronic copy • Inspection • Hardcopy – contact Clerk	Free–via email or website* Free As per schedule of charges below
Bye-laws	• Electronic copy • Inspection • Hardcopy – contact Clerk	Free–via email or website* Free As per schedule of charges below
Class 5 – Our policies and procedures		
Policies and procedures for the conduct of council business: Standing Orders Committee and sub-committee terms of reference Code of Conduct Policy statements Procedures	• Electronic copy • Inspection • Hardcopy – contact Clerk	Free–via email or website* Free As per schedule of charges below
Policies and procedures for the provision of services and about the employment of staff	• Electronic copy	Free–via email or website*

Policies and procedures for handling requests for information Complaints procedures	• Inspection • Hardcopy – contact clerk	Free As per schedule of charges below
Records management policies (records retention, destruction and archive)	• Electronic copy • Inspection • Hardcopy – contact Clerk	Free–via email or website* Free As per schedule of charges below
Data protection policies	• Electronic copy • Inspection • Hardcopy – contact Clerk	Free–via email or website* Free As per schedule of charges below
Schedule of charges (for the publication of information)	• Electronic copy • Inspection • Hardcopy – contact Clerk	Free–via email or website* Free As per schedule of charges below
Class 6 – Lists and Registers (Currently maintained lists and registers only)		
Assets Register	• Electronic copy • Inspection • Hardcopy – Contact Clerk	Free–via email or website* Free As per schedule of charges below
Register of members' interests	• Electronic copy • Inspection • Hardcopy – contact Clerk	Free–via email or website* Free As per schedule of charges below
Register of gifts and hospitality	• Electronic copy • Inspection • Hardcopy – contact Clerk	Free–via email or website* Free As per schedule of charges below
Class 7 – The services we offer (Current information only)		
Parks, playing fields and recreational facilities	• Electronic copy • Inspection • Hardcopy – contact Clerk	Free–via email or website* Free As per schedule of charges below
Seating, litter bins, clocks and lighting	• Electronic copy • Inspection • Hardcopy – contact Clerk	Free–via email or website* Free As per schedule of charges below

* If applicable and where uploaded onto website.

Schedule of Charges

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 15p per sheet (black & white)	Actual cost incurred
	Photocopying @ 20p per sheet (colour)	Actual cost incurred
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee	Not applicable, unless a search is required, when the actual statutory fee will be charged, plus any photocopying required.	
Sports Pitch Hire	£20 per match with annual review	