

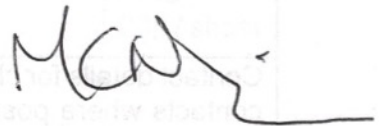
STOKE HAMMOND PARISH COUNCIL

Freedom of Information Publication Scheme

The information contained in each class will be available in a variety of formats. It may be available in hard copy, on request from the Parish Clerk (PC) or on the Parish Council website. By inspection at an agreed place and time by prior appointment (i.e. the Council Offices) or based at the Clerk's home address, so please be respectful regarding agreement on suitable venues for inspection of documents. Some information may be available on Stoke Hammond Parish Council's website.

Information to be published	How the information can be obtained	Cost
Who's who on the council and its committees	Website	Free
Class 1 - Who we are and what we do	Website	Free

Signed: 

Signed: 

Clerk to Stoke Hammond Parish Council

Chairman

Class 2 - What we spend and how we spend it	Website	Free
Class 3 - What we spend and how we spend it	Website	Free

Approved and adopted by Stoke Hammond Parish Council on 7th Sept 2021

Contact details:
 Clerk: Joanna Simonds
 Tel: 07818 016108
 Email: clerk.stokehammondpc@gmail.com

Information available from Stoke Hammond Parish Council under the Publication Scheme

In accordance with the provisions of the Freedom of Information Act 2000, the model publication scheme specifies the classes of information which local councils publish or intend to publish.

In some cases a class of information sets out a range of information which is excluded from publication. Where that is the case the reasons behind the decision to exclude are clearly stated. In certain classes a limitation on the age of some documents has also been stipulated. For the avoidance of doubt this does not mean information beyond that date cannot be obtained, it simply indicates that it is not available as a matter of course within the publication scheme.

The information contained in each class will be available in a variety of formats:

- In hard copy, on request, from the Proper Officer (Clerk)
- By inspection at an agreed place and time by prior appointment (NB, the council Offices are based at the Clerk's home address, so please be respectful regarding agreement on a suitable venue for inspection of documents)
- Some information may be available on Stoke Hammond Parish Council's website.

Information available from Stoke Hammond Parish Council under the publication scheme

Information to be published	How the information can be obtained	Cost
Class1 - Who we are and what we do		
Who's who on the council and its committees	Website Hard copy Noticeboard	Free 20p / sheet Free
Contact details for clerk and council members (named contacts where possible with telephone number and email address (if used))	Email Hard copy	Free 20p / sheet
Location of main council office and accessibility details	Office is in clerk's home. Meetings by appointment only.	

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		
Annual return form and report by auditor	Website Hardcopy Noticeboard	Free 20p / sheet Free
Finalised budget	Website Hardcopy	Free 20p / sheet
Precept	Website Hardcopy	Free 20p / sheet
Financial standing orders and regulations	Website Hardcopy	Free 20p / sheet
List of current contracts awarded and value of contract	On request	

Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)		
Annual report to parish meeting (current and previous year as a minimum)	Website Hardcopy	Free 20p / sheet
Timetable of meetings (council, any committee/sub-committee meetings and parish meetings)	Website Noticeboards Hardcopy	Free Free 20p / sheet
Agendas of meetings (as above)	Website Noticeboards Hardcopy	Free Free 20p / sheet
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Website Hardcopy	Free 20p / sheet
Reports presented to council meetings - NB this will exclude information that is properly regarded as private to the meeting.	Hardcopy	20p / sheet
Responses to consultation papers	On request	
Responses to planning applications	Minutes – Website Minutes - Hardcopy	Free 20p / sheet

Class 4 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only		
Policies and procedures for the conduct of council business: Procedural standing orders Delegated authority in respect of officers Code of Conduct	Website Hardcopy	Free 20p / sheet
Data protection policy	Website	Free
Schedule of charges (for the publication of information)	website	Free

Class 5 – Lists and Registers Currently maintained lists and registers only		
Assets register	Website Hardcopy	Free 20p / sheet
Register of members' interests	Website Hardcopy	Free 20p / sheet
Additional Information This will provide councils with the opportunity to publish information that is not itemised in the lists above	SH/NLS News produced bi-monthly and published on website	Free

SCHEDULE OF CHARGES This describes how the charges have been arrived at and should be published as part of the guide.	
DESCRIPTION	BASIS OF CHARGE
Photocopying @ 20p per single-sided sheet (b&w)	Actual cost based on computer printing
Photocopying @ 50p per single-sided sheet (colour)	Actual cost based on computer printing
Postage	Actual cost of Royal Mail standard 2 nd class. Recorded delivery if requested at standard price.