

## The Stambridge Parish Council Policy Publication Scheme.

The Freedom of Information Act requires every public authority to adopt and maintain a publication scheme which has been approved by the Information Commissioner and to publish information in accordance with the scheme. The table below shows what information is available and how to obtain it. Some information is available on this web-site, the remainder being available in hard copy form from the Clerk

Information available from Stambridge Parish Council under the model publication scheme

Information to be published	How the information can be obtained	Cost
<b>Class1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts) This will be current information only	Hard copy/website	Nil
Who's who on the Council and its Committees	Hard copy/website	Nil
Contact details for Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Hard copy/website	Nil
Location of main Council office and accessibility details	Hard copy/website	Nil
Staffing structure	N/A	
<b>Class 2 – What we spend and how we spend it</b> (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit) Current and previous financial year as a minimum	(hard copy and/or website)	Nil
Annual return form and report by auditor	Hard copy	See below
Finalised budget	Hard copy/website	See below

Precept	Hard copy/website	See below
Borrowing Approval letter	Hard copy	See below
Financial Standing Orders and Regulations	Hard copy/website	See below
Grants given and received	Hard copy	See below
List of current contracts awarded and value of contract	Hard copy	See below
Members' allowances and expenses	Hard copy/website	See below
<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)		
Community Plan (current and previous year as a minimum)	N/A	
Annual Reports to Parish Meeting – current and previous year	Hard copy/website	Nil
<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions) Current and previous council year as a minimum	Hard copy/website	Nil
Timetable of meetings (Council, any committee/sub-committee meetings and community meetings)	Hard copy/website	Nil
Agendas of meetings (as above)	Hard copy/website	Nil
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Hard copy/website	Nil
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Hard copy/website	Nil

Responses to consultation papers	Hard copy/website	Nil
Responses to planning applications	Hard copy/website	Nil
Bye-laws	N/A	
<b>Class 5 – Our policies and procedures</b> (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	Hard copy/website	See below
Policies and procedures for the provision of services and about the employment of staff: Health and safety policy Complaints procedures (including those covering requests for information and operating the publication scheme)	Hard copy/website	See below
Schedule of charges (for the publication of information)	Hard copy/website	See below
<b>Class 6 – Lists and Registers</b> Currently maintained lists and registers only	Hard copy	See below
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	Hard copy	See below
Assets Register	Hard copy	See below
Disclosure log (indicating the information that has been provided in response to requests; recommended as good practice, but may not be held by community councils)	Hard copy	See below

Register of members' interests	Hard copy	See below
Register of gifts and hospitality	Hard copy	See below
<b>Class 7 – The services we offer</b> (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only		
Allotments	Hard copy	
Burial grounds and closed churchyards	N/A	
Community centres and village halls	SCCMC website	
Parks, playing fields and recreational facilities	N/A	
Seating, litter bins, memorials and lighting	Hard copy	
Bus shelters	Hard copy	
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 (eg burial fees)	N/A	
<b>Additional Information</b> This will provide Councils with the opportunity to publish information that is not itemised in the lists above		

**Contact details:**

**Barry Summerfield,  
Stambridge Parish Clerk,  
Stambridge Memorial Hall.  
Stambridge Road,  
Rochford,  
Essex.  
SS4 2AR.**

**Telephone: 01702 549308/258566.**

## SCHEDULE OF CHARGES

This describes how the charges have been arrived at and should be published as part of the guide.

<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>
<b>Disbursement cost</b>	Photocopying @ 10p per sheet (black & white)
	Postage at cost plus admin charge or over 5 sheets