



## STRATTON ST MARGARET PARISH COUNCIL

### MODEL PUBLICATION SCHEME

Adopted 19<sup>th</sup> May 2015

In line with section 20 of the Freedom of Information Act 2000, the information commissioner has developed and approved a new model publication scheme which has been adopted by Stratton St Margaret Parish Council and operational from 19<sup>th</sup> May 2015.

**Freedom of Information Model Publication Scheme available from:**

<https://ico.org.uk/media/for-organisations/documents/1153/model-publication-scheme.pdf>

**Information available from Stratton St Margaret Parish Council under the model publication scheme**

Information to be published	How can the information can be obtained	Cost
<b>Class 1- Who we are and what we do</b>		
Organisational information, structures, locations and contacts	Website <a href="http://www.strattonstmargaret.gov.uk">www.strattonstmargaret.gov.uk</a>  Hard Copy available from the Clerk	Free  10p per sheet

Who's who on the Council and its Committees	Website <a href="http://www.strattonstmaragret.gov.uk">www.strattonstmaragret.gov.uk</a>  Notice boards in Parish and Community Centres  Hard Copy available from the Clerk	Free  Free  10p per sheet
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website <a href="http://www.strattonstmargaret.gov.uk">www.strattonstmargaret.gov.uk</a>  Notice boards in Parish and Community Centres  Hard Copy available from the Clerk	Free  Free  10p per sheet
Location of main Council office and accessibility details	Website <a href="http://www.strattonstmargaret.gov.uk">www.strattonstmargaret.gov.uk</a>  Parish Newsletter	Free  Free
<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	Website <a href="http://www.strattonstmargaret.gov.uk">www.strattonstmargaret.gov.uk</a>  Hard Copy available from the Clerk	Free  10p per sheet
Annual return form and report by auditor	Hard Copy available from the Clerk	10p per sheet

Finalised budget	Website <a href="http://www.strattonstmargaret.gov.uk">www.strattonstmargaret.gov.uk</a>	Free
	Hard Copy available from the Clerk	10p per sheet
Precept	Website <a href="http://www.strattonstmargaret.gov.uk">www.strattonstmargaret.gov.uk</a>	Free
	Hard Copy available from the Clerk	10p per sheet
Financial Standing Orders and Regulations	Website <a href="http://www.strattonstmargaret.gov.uk">www.strattonstmargaret.gov.uk</a>	Free
	Hard Copy available from the Clerk	10p per sheet
Members Allowances/Expenses	Website <a href="http://www.strattonstmargaret.gov.uk">www.strattonstmargaret.gov.uk</a>	Free
	Hard Copy available from the Clerk	10p per sheet
Grants given and received	Website <a href="http://www.strattonstmargaret.gov.uk">www.strattonstmargaret.gov.uk</a>	Free
	Hard Copy available from the Clerk	10p per sheet
List of current contracts awarded and value of contract	Hard Copy available from the Clerk	10p per sheet
<b>Class 3- What our priorities are and how we are doing</b>	Hard Copy available from the Clerk	10p per sheet
Neighbourhood Plan (current and previous year as a minimum)	Website <a href="http://www.strattonstmargaret.gov.uk">www.strattonstmargaret.gov.uk</a>	Free

	Hard Copy available from the Clerk	10p per sheet
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Website <a href="http://www.strattonstmargaret.gov.uk">www.strattonstmargaret.gov.uk</a>	Free
	Hard Copy available from the Clerk	10p per sheet
Local Council Award Scheme status	Website <a href="http://www.strattonstmargaret.gov.uk">www.strattonstmargaret.gov.uk</a>	Free
	Hard Copy available from the Clerk	10p per sheet
<b>Class 4- How we make decisions</b>		
Decision making processes and records of decisions	Hard copy or website	
Current and previous council years as a minimum		
Timetable of meetings (Council, any committee/ sub- committee meetings and parish meetings)	Website <a href="http://www.strattonstmargaret.gov.uk">www.strattonstmargaret.gov.uk</a>	Free
	Notice boards in Parish and Community Centres	Free
	Hard Copy available from the Clerk	10p per sheet
Agendas of meetings (as above)	Notice boards in Parish and Community Centres	Free
	Hard Copy available from the Clerk	10p per sheet

<p>Minutes of meetings (as above)- nb this will exclude information that is properly regarded as private to the meeting.</p>	<p>Website <a href="http://www.strattonstmargaret.gov.uk">www.strattonstmargaret.gov.uk</a></p> <p>Notice boards in Parish and Community Centres</p> <p>Hard Copy available from the Clerk</p>	<p>Free</p> <p>Free</p> <p>10p per sheet</p>
<p>Reports presented to council meetings- nb. this will exclude information that is properly regarded as a private to the meeting</p>	<p>Website <a href="http://www.strattonstmargaret.gov.uk">www.strattonstmargaret.gov.uk</a></p> <p>Hard Copy available from the Clerk</p>	<p>Free</p> <p>10p per sheet</p>
<p>Responses to consultation papers</p>	<p>Hard Copy available from the Clerk</p>	<p>10p per sheet</p>
<p>Responses to planning applications (in Planning &amp; Highways Committee minutes)</p>	<p>Website <a href="http://www.strattonstmargaret.gov.uk">www.strattonstmargaret.gov.uk</a></p> <p>Hard Copy available from the Clerk</p>	<p>Free</p> <p>10p per sheet</p>
<p><b>Class 5- Our policies and procedures</b></p>		
<p>Current written protocols, policies and procedures for delivering our services and responsibilities. Current information only</p>		
<p>Policies and procedures for the conduct of council business:</p> <p>Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements</p>	<p>Hard Copy available from the Clerk</p>	<p>10p per sheet</p>

<p>Policies and procedures for the provision of services and about the employment of staff:</p> <p>Internal policies relating to the delivery of services</p> <p>Equality and diversity policy</p>	<p>Hard Copy available from the Clerk</p>	<p>10p per sheet</p>
<p>Health and safety policy</p> <p>Recruitment policies (including current vacancies)</p> <p>Policies and procedures for handling requests for information</p> <p>Complaints procedures (including those covering requests for information and operating the publication scheme)</p>	<p>Website <a href="http://www.strattonstmargaret.gov.uk">www.strattonstmargaret.gov.uk</a></p> <p>Hard Copy available from the Clerk</p>	<p>Free</p> <p>10p per sheet</p>
<p>Records management policies (records retention, destruction and archive)</p>	<p>Website <a href="http://www.strattonstmargaret.gov.uk">www.strattonstmargaret.gov.uk</a></p> <p>Hard Copy available from the Clerk</p>	<p>Free</p> <p>10p per sheet</p>
<p><b>Class 6 - List and Registers</b></p>		
<p>Currently maintained lists and registers only in accordance with Data Protection Act 2003</p>		
<p>Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)</p>	<p>Allotment Register Hard Copy available from the Clerk</p>	<p>10p per sheet</p>
<p>Assets Register</p>	<p>Hard Copy available from the Clerk</p>	<p>10p per sheet</p>
<p>Register of members interests</p>	<p>Hard Copy available from the Clerk</p>	<p>10p per sheet</p>
<p>Register of gifts and hospitality</p>	<p>Hard Copy available from the Clerk</p>	<p>10p per sheet</p>
<p><b>Class 7- The services we offer</b></p>		



(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)  Current information only	Hard Copy available from the Clerk	
Allotments	Hard Copy available from the Clerk	10p per sheet
Burial grounds and closed churchyards	Hard Copy available from the Clerk	10p per sheet
Parks, playing fields and recreational facilities	Hard Copy available from the Clerk	10p per sheet
Seating	Hard Copy available from the Clerk	10p per sheet
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Hard Copy available from the Clerk	10p per sheet
<b>Contact Details:</b> <b>Parish Clerk- Tracy Predeth BA (Hons) MPA</b> <b>Stratton St Margaret Parish Council</b> <b>Grange Drive</b> <b>Stratton St Margaret</b> <b>Swindon, SN3 4JY</b>		