



Information available from Stoke Ferry Parish Council under the model publication scheme

This guidance/template gives examples of the kinds of information that Stoke Ferry Parish Council will provide in order to meet their commitments under the model publication scheme.

Stoke Ferry Parish Council will make the information in this definition document available unless:

- it does not hold the information;
- the information is exempt under one of the FOIA exemptions or Environmental Information Regulations exceptions, or its release is prohibited by another statute;
- the information is readily and publicly available from an external website; such information may have been provided by the public authority or on its behalf. The authority must provide a direct link to that information;
- the information is archived, out of date or otherwise inaccessible; or,
- it would be impractical or resource-intensive to prepare the material for routine release.

The guidance is not meant to give an exhaustive list of everything that should be covered by a publication scheme. The legal commitment is to the model publication scheme, and public authorities should look to provide as much information as possible on a routine basis.

## Publishing datasets for re-use

Stoke Ferry Parish Council must publish under their publication scheme any dataset they hold that has been requested, together with any updated versions, unless they are satisfied that it is not appropriate to do so. So far as reasonably practicable, they must publish it in an electronic form that is capable of re-use.

If the dataset or any part of it is a relevant copyright work and Stoke Ferry Parish Council is the only owner, it must make it available for re-use under the terms of a specified licence. Datasets in which the Crown owns the copyright or the database rights are not relevant copyright works.

The Datasets Code of Practice recommends that public authorities make datasets available for re-use under the [Open Government Licence](#).

The term 'dataset' is defined in section 11(5) of FOIA. The terms 'relevant copyright work' and 'specified licence' are defined in section 19(8) of FOIA. The ICO has published [guidance](#) on the dataset provisions in FOIA. This explains what is meant by "not appropriate" and "capable of re-use".

<b>Information to be published</b>	<b>How the information can be obtained</b>	<b>Cost</b>
<p><b>Class1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts)</p> <p>This will be current information only.</p> <p>N.B. Councils should already be publishing as much information as possible about how they can be contacted.</p>	<p>Stoke Ferry Parish Council Website. Parish Magazine – The Pump</p>	<p>Nil</p>
<p>Who's who on the Council and its Committees</p>	<p>Stoke Ferry Parish Council Website.</p>	<p>Nil</p>

	Parish Magazine – The Pump	
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Stoke Ferry Parish Council Website. Parish Magazine – The Pump	Nil
Location of main Council office and accessibility details	None. The Parish Clerk would arrange to meet someone if required.	Nil
Staffing structure	Stoke Ferry Parish Council Website.	Nil
<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 or website)	
Annual return form and report by auditor	Stoke Ferry Parish Council website. Hard Copy	£1 per copy
Finalised budget	Stoke Ferry Parish Council website. Hard Copy	£1 per copy
Precept	Stoke Ferry Parish Council website. Hard Copy	n/a
Borrowing Approval letter	n/a	
Financial Standing Orders and Regulations	Stoke Ferry Parish Council	

	website. Hard Copy	£2 per copy
Grants given and received	Stoke Ferry Parish Council Website – minutes. Hard Copy	n/a
List of current contracts awarded and value of contract	Stoke Ferry Parish Council Website – minutes Hard Copy	£1 per copy
Members’ allowances and expenses	Stoke Ferry Parish Council do not currently have allowances.	
<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)  Current and previous year as a minimum	(hard copy or website)	
Parish Plan (current and previous year as a minimum)	N/a	
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Stoke Ferry Parish Council Website – minutes Hard copy	£1 per copy
Quality status	Stoke Ferry Parish Council does not currently hold quality status.	
Local charters drawn up in accordance with DCLG guidelines	Stoke Ferry Parish Council does not have any local	

	charters in accordance with DCLG guidelines.	
<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 or website)	
Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	Stoke Ferry Parish Council Website Hard Copy	50p per copy
Agendas of meetings (as above)	Stoke Ferry Parish Council Website Hard Copy	50 p per copy. Provided in meetings free.
Minutes of meetings (as above) – n.b. this will exclude information that is properly regarded as private to the meeting.	Stoke Ferry Parish Council Website Hard Copy	£1 per copy
Reports presented to council meetings – n.b. this will exclude information that is properly regarded as private to the meeting.	Stoke Ferry Parish Council Website Hard Copy	£1 per copy
Responses to consultation papers	Stoke Ferry Parish Council Website – minutes. Hard Copy	£1 per copy
Responses to planning applications	Stoke Ferry Parish Council Website – minutes BCKLWN Portal	£1 per copy

	Hard copy	
Bye-laws	Stoke Ferry Parish Council currently has no Bye-laws.	
<b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities)  Current information only	(hard copy or website)	
Policies and procedures for the conduct of council business:  Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements	Stoke Ferry Parish Council Website Hard Copy	£1 per copy
Policies and procedures for the provision of services and about the employment of staff:  Internal instructions to staff and policies relating to the delivery of services Equality and diversity policy Health and safety policy Recruitment policies (including current vacancies) Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme)	(hard copies of items on the website)  Will appear on Stoke Ferry Parish Council where applicable or on request.	£1 per copy
Information security policy	GDPR Policy available on Stoke Ferry Parish Council	£1 per copy

	website. Hard copy.	
Records management policies (records retention, destruction and archive)	Retention Policy on website. Hard Copy	£1 per copy
Data protection policies	GDPR Policy on Stoke Ferry Parish Council website. Hard Copy.	£1 per copy
Schedule of charges (for the publication of information)	This document is available on the Stoke Ferry Parish Council website. Hard Copy.	£1 per copy
<b>Class 6 – Lists and Registers</b>		
Currently maintained lists and registers only	(hard copy 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)	Burial Register available for inspection.	£1 per copy and if significant Clerk time will be charged at hourly rate.
Assets register	Stoke Ferry Parish Council Website. Hard copy	£1 per copy

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)	N/a	
Register of members' interests	Website (Borough Council of Kings Lynn and West Norfolk) (A link to this from PC Website)	
Register of gifts and hospitality	Only kept where applicable.	
<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	(hard copy or website; some information may only be available by inspection)	
Allotments	Stoke Ferry Parish Council has no allotments.	
Burial grounds and closed churchyards	Stoke Ferry Parish Council has records and registers available for inspection by request in relation to the cemetery only. Hard copy.	£1 per copy. Inspection fee may be applicable should Clerks time be significant.
Community centres and village halls	Stoke Ferry Parish Council does not own or run a	



	community centre or village hall. Stoke Ferry does have however a Stoke Ferry Village Hall which is a charity in its own right.	
Parks, playing fields and recreational facilities	Stoke Ferry Parish Council has a play area and field open to the public. This is run by the Playing Field Trust independent to the Parish Council.	
Seating, litter bins, clocks, memorials and lighting	Assets Register – website Hard Copy	£1 per copy
Bus shelters		
Markets	Stoke Ferry Parish Council does not run any markets.	
Public conveniences	Stoke Ferry Parish Council does not run or own any public conveniences.	
Agency agreements	Stoke Ferry Parish Council does not currently have any agreements in place with an agency.	
Services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Stoke Ferry Parish Council Website – Burials. Hard copy	£1 per copy

<b>Additional Information</b> This will provide Councils with the opportunity to publish information that is not itemised in the lists above		
News items – news; road closures; public health notices.	Stoke Ferry Parish Council website. Hard copy.	50p per copy of item

Note: Hard copies will be made in cases where an individual has no access to email as a last resort.

**Document Control**

Adopted: March 2021

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**Contact details:**

**Parish Clerk and RFO**

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## SCHEDULE OF CHARGES

This describes how the charges have been arrived at and should be published as part of the guide. A £1 is an average price in the case where there is more than one page as part of a document requested, but if less will be based on the following charges:

<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b>BASIS OF CHARGE</b>
<b>Disbursement cost</b>	Photocopying @ 5 p per sheet (black & white)	Actual cost 10 p per page including staff time*
	Photocopying @ 5 p per sheet (colour)	Actual cost 10 p per page including staff time*
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class at Clerk discretion if larger than one postage stamp.
<b>Statutory Fee</b>		In accordance with the relevant legislation (quote the actual statute)
<b>Other</b>	Inspection Fee	In relation to Burial records, is as per Clerks' time.

\* the actual cost incurred by the public authority