

STOWE-BY-CHARTLEY PARISH COUNCIL

FREEDOM OF INFORMATION ACT 2000

PUBLICATION SCHEME MAY 2023

1. GENERAL INFORMATION

Authority
Stowe-by-Chartley Parish Council
c/o Mrs Sylvia Gibson (Clerk)
T: 07398 756 549
E: clerk@stowe-by-chartley-pc.gov.uk
WS: <https://stowe-by-chartley-pc.gov.uk>

Responsible Officer
Clerk/Responsible Officer to the Council
Sylvia Gibson

Borough Council
Stafford Borough Council
Civic Centre
Riverside
Stafford
ST16 3AQ

2. INFORMATION TO BE PUBLISHED	3. METHODS OF PUBLICATION
<u>Council Structure</u> The council consists of 7 Councillors <u>Staffing Structure:</u> Parish Clerk	<u>Contact Names and Addresses</u> Parish Council Notice Board Parish Council website <u>Contact Name of the Parish Council</u> Sylvia Gibson
<u>Council Practice, Procedures and Policies</u> Council meeting dates and agendas Council Minutes Acceptances of Office Code of Conduct Standing Orders Written Policies Correspondence	Parish Council Notice Boards Parish Council Website Copies of Agendas and Minutes available from the Clerk Parish Council Notice Boards Parish Council Website These can be inspected by contacting the Parish Clerk The council follows the targets for responding to correspondence from the community and outside

	stakeholders, as set out in the Freedom of Information Act 2000.
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<u>Financial</u> Annual Precept Figure Budgets External Audit Conclusion Annual Accounts and Supporting Information Chairman's Allowance Risk Assessment Document Annual Return form Expenditure against Budget Payments to Contractors and Suppliers Financial Regulations and Risk Assessments Internal Auditor's Reports	Parish Notice Boards These can be inspected by contacting the Parish Clerk
<u>Planning</u> Summary list of Planning Applications Detailed individual Planning Applications and Responses Responses to Consultation Papers	Available to view by contacting the Parish Clerk
<u>Health and Safety</u> Health and Safety Risk Assessment for the playground Annual independent playground inspection Weekly playground inspection sheets	Available to view on request to the Parish Clerk
<u>Lists and Registers</u> Register of interests Chairman's Allowance Asset Register	Available to view on request to the Parish Clerk. Parish Council Website Parish Council Website Available to view on request to the Parish Clerk
<u>Archive Material</u> Minute Book	Available to view on request to the Clerk
<u>Employment</u> SLCC/NALC Standard Terms and Conditions Job Descriptions	Available to view on request to the Clerk

Exempt Material

Personal information relating to Councillors (other than information required to be declared in the Register of Interests)

Personal Information relating to Employees

Tender bids from contractors and suppliers

Charging Policy

Information can be inspected by appointment with the Clerk, free of charge.

Information that can be photocopied, without breaching copyright laws, can be provided at a cost of 20p per A4 sheet

Freedom of Information Requests

- Need to be in writing
- Need to have the name and address of the requester (this can be an email address)
- Need to state exactly what information is required
- Such requests can be refused if they are considered to be vexatious e.g. too expensive to deal with i.e. representing more than 18 hours work but the council must supply a Refusal Notice giving reasons

Review of Policy

This policy will be reviewed every 2 years