

FREEDOM OF INFORMATION ACT 2000, STAMFORD BRIDGE PARISH COUNCIL PUBLICATION SCHEME

Information to be published	How the information can be obtained	Cost
<p>Class1 - Who we are and what we do (Organisational information, structures, locations and contacts)</p> <p><u>This will be current information only and reviewed yearly.</u></p>	<p>From the Parish Clerk on 01759 372341 or e-mail clerk@stamfordbridge-pc.gov.uk Published in the Link</p>	<p>10p per page/Free</p>
Who's who on the Council and its Committees	Website, hard copy, email	Free/10p per page
Contact details for Town Clerk and Council Members (named contacts where possible with telephone number and email address (if used))	Website, hard copy, email	Free/10p per page
Location of main Council office and accessibility details	Website, hard copy, email Email for details of accessibility	Free/10p per page
Staffing structure	Hard copy	10p per page
<p>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</p>		
Annual return form and report by auditor	Hard Copy	10p per page
Finalised budget	Hard copy	10p per page
Precept	Email, Hard Copy	Free/10p per page
Borrowing Approval letter	Hard Copy	10p per page
Financial Standing Orders and Regulations	Hard Copy	10p per page
Grants given and received	Hard Copy	10p per page

List of current contracts awarded and value of contract	Hard Copy	10p per page
Members' allowances and expenses	Hard Copy	10p per page
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)		
Parish Plan (current and previous year as a minimum)	Hard Copy	10p per page
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Email, Hard Copy, published yearly in The Link.	Free/10p per page
Quality status	Not applicable	
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum		
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Website, Email, Hard Copy	Free/10p per page
Agendas of meetings (as above)	Email, Hard Copy	Free/10p per page
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Website, Email, Hard Copy	Free/10p per page
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Email, Hard Copy	Free/10p per page
Responses to consultation papers	Email, Hard Copy	Free/10p per page
Responses to planning applications	Email, Hard Copy	Free/10p per page
Bye-laws	Email, Hard Copy	Free/10p per page

Class 5 – 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 Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements	Email, Hard Copy	Free/10p per page
Policies and procedures for the provision of services and about the employment of staff: Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme)	Email, Hard Copy	Free/10p per page
Records management policies (records retention, destruction and archive)	Email, Hard Copy	Free/10p per page
Schedule of charges (for the publication of information)	Email, Hard Copy	Free/10p per page

Class 6 – Lists and Registers Currently maintained lists and registers only	(hard copy; 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)	Hard copy	10p per page
Assets Register	Hard copy	10p per page
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)	Not applicable	
Register of members' interests	Original documents maintained by	10p per page

	ERYC. Hard copy of documents available at SBPC	
Register of gifts and hospitality	Original documents maintained by ERYC. Hard copy of documents available at SBPC	10p per page
Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only	(Some information may only be available by inspection)	
Allotments	Not applicable	
Burial grounds and closed churchyards	Not applicable	
Community centres and village halls	Not applicable	
Parks, playing fields and recreational facilities	Not applicable	
Seating, litter bins, clocks, memorials and lighting	hard copy	10p per page
Bus shelters	hard copy	10p per page
Markets	Not applicable	
Public conveniences	Not applicable	
Agency agreements	Not applicable	
A summary of services for which the council is entitled to recover a fee, together with those fees (eg burial fees)	Not applicable	

SCHEDULE OF CHARGES

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

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ .10p per sheet (black & white)	Actual cost *
	Photocopying per sheet (colour)	Not Available
	Postage	Actual cost of Royal Mail standard 2 nd class

Contact details:

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24 Church Road
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20th November 2014

*The actual cost incurred by the Parish Council

MANAGEMENT OF RECORDS POLICY

Key P: Preserve permanently R: Review D: Destroy

<u>Record</u>	<u>Action</u>	<u>Minimum Retention Period</u>	<u>Reason</u>
Administration			
Signed Minutes of Council, Committee and Sub Committee meetings	P	Indefinite	Archives
Reports and other documents circulated with agendas not attached to signed Minutes	R	Indefinite	Archives
Agendas	P	Indefinite	Archives
Draft Minutes	D	Destroy when Minutes approved	
Reports and other papers circulated with Agenda	R	5 years	
Procedural Standing Orders and Terms of Reference	P	Indefinite	Archives
Councillors' Declarations of Office	P	Indefinite	Archives
Byelaws and Orders	P	Indefinite	Audit, Management
Correspondence and papers on important local issues or activities	P	Indefinite	Archives
Leases, Agreements, Contracts & Wayleaves	P	Indefinite	Audit, Management
Quotations and tenders for major works	R	12 years/Indefinite	Statute of limitation
Quotations and tenders for minor works	D	12 years	Statue of limitation
Unsuccessful tenders	D	3 years	Challenge
Routine correspondence, papers and emails	D	Retain as long as useful	