Publication Scheme

Stapeley & District Parish Council has adopted the Information Commissioner's Office Model Publication Scheme for local authorities.

This publication scheme sets out the information that the Council makes available routinely, how that information can be accessed, and whether any charge applies.

The purpose of the scheme is to ensure that information about the Council's work, decision making, finance and services is made available proactively wherever possible, without the need for a specific Freedom of Information request.

The Council will, wherever practicable, publish information on its website:
www.stapeleyparishcouncil.gov.uk

Where information is not already available on the website, and it can appropriately be published there, the Council will arrange for this to be done.

Information will be made available unless there is a lawful reason not to do so, for example where the information contains personal data, is confidential, or is otherwise exempt from disclosure.

Contact details
Clerk to Stapeley & District Parish Council
Email: **clerk@stapeleyparishcouncil.gov.uk**
Telephone: **07449 457136**

Requests to inspect hard copy information should be made through the Clerk and arranged by appointment.

How information will be made available
Information covered by this scheme will normally be available by one or more of the following methods:

- on the Council's website
- by email request to the Clerk
- by hard copy, on request
- by inspection at a mutually agreed appointment

Charges
Much of the information published under this scheme will be available free of charge on the Council's website.
Where hard copies are requested, the following charges may apply:

- Black and white photocopying, **15p per sheet**
- Colour photocopying, **20p per sheet**
- Postage, **actual cost**

No charge will be made for simply viewing information by appointment, unless extensive copying or postage is required.

The Council reserves the right to charge for Clerk time where a request is considered particularly onerous, time-consuming, or requires significant administrative work, with any such charge confirmed in advance.

Guide to Information

Class 1, Who we are and what we do
Organisational information, structures, locations and contacts. Current information only.
This may include:

- Councillors and membership of the Council
- Committee and working group membership, where applicable

- Contact details for the Clerk
- Councillor information via the website member pages
- Council responsibilities and areas of activity
- Location of meetings
- Staffing structure

How available: Website, or from the Clerk on request
Charge: Usually free online, copying charges may apply

Class 2, What we spend and how we spend it
Financial information relating to projected and actual income and expenditure, procurement, contracts and audit. Current and previous financial year as a minimum.
This may include:

- Approved annual budget
- Precept information
- Annual governance and accountability return and associated documents
- Accounting statements
- Bank reconciliation summary where published
- Asset register
- Financial regulations
- Standing Orders
- Payments, receipts and expenditure information published as part of transparency arrangements
- List of current contracts and value of contracts, where applicable and appropriate for publication

How available: Website, or from the Clerk on request
Charge: Usually free online, copying charges may apply

Class 3, What our priorities are and how we are doing
Strategies, plans, audits, inspections, reviews and reports.
This may include:

- Annual report, where produced
- Action plans and project information
- Governance reviews
- Internal audit reports
- External audit reports and notices
- Risk management documents

How available: Website, or from the Clerk on request
Charge: Usually free online, copying charges may apply

Class 4, How we make decisions
Decision making processes and records of decisions. Current and previous council year as a minimum.
This may include:

- Timetable of meetings
- Agendas and Minutes of meetings
- Reports and supporting papers considered at meetings, where appropriate for publication
- Responses to consultation exercises
- Responses to planning applications
- Delegated decisions, where recorded and published

How available: Website, or from the Clerk on request
Charge: Usually free online, copying charges may apply

Class 5, Our policies and procedures
Current written policies, protocols and procedures for delivering services and responsibilities.
This may include:

- Standing Orders
- Financial Regulations
- Code of Conduct
- Complaints procedure
- Freedom of Information and data handling procedures
- Health and safety policy
- Employment policies, where applicable
- Equality related policies, where adopted

- Records management and retention arrangements
- Information security arrangements
- Publication scheme
- Schedule of charges
- Terms of reference for committees and working groups, where applicable
- Delegation arrangements

How available: Website, or from the Clerk on request
Charge: Usually free online, copying charges may apply

Class 6, Lists and registers
Currently maintained lists and registers only.
This may include:

- Asset register
- Register of members' interests
- Register of gifts and hospitality, if maintained
- Disclosure log, if maintained
- Any other public register the Council is required to keep

Some information in this class may only be available for inspection, or may be available through another body where legislation requires this.

How available: Website where published, or inspection/request through the Clerk
Charge: Usually free online, copying charges may apply

Class 7, The services we offer
Information about the services the Council provides.
This may include information relating to:

- Community hall
- Public open spaces
- Street lighting
- Public seating
- Community grants
- Parish events and commemorative activities
- Newsletters, notices and public information issued by the Council

Where the Council charges for a service, hire or activity, details of applicable fees will be made available where relevant.

How available: Website, or from the Clerk on request
Charge: Usually free online, copying charges may apply

Additional publication commitment
In addition to the classes above, Stapeley & District Parish Council will seek to publish information proactively where this supports openness, transparency and public understanding of the Council's work.

For a council with turnover above £25,000, following the broader transparency expectations in the Local Government Transparency Code 2015 is identified as best practice in the Practitioners' Guide 2025.

Exemptions and limitations
Information will not be published where:

- it is exempt under the Freedom of Information Act 2000
- it contains personal data and disclosure would breach data protection law
- it is confidential or legally privileged
- it relates to a matter properly considered in private session
- another legal restriction prevents disclosure

Review
This publication scheme will be reviewed by the Council as and when required, and updated as necessary to ensure that published information remains accurate, accessible and relevant.

This scheme was adopted by council at the meeting held on the 20th April 2026.