



## Information available from Stoke Gabriel Parish Council under the model publication scheme

This guidance/template gives examples of the kinds of information that we would expect Parish/Community Councils to provide in order to meet their commitments under the model publication scheme.

We would expect Parish/Community Councils to 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- the information is archived, out of date or otherwise inaccessible; or,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**

Public authorities 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 the public authority is the only owner, the public authority 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>
<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>	Website
Who's who on the Council and its Committees	Website / Clerk
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website and Noticeboard
<p><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)</p> <p>Current and previous financial year as a minimum</p>	Website / Clerk
Annual return form and report by auditor	Website / Clerk
Finalised budget	Website / Clerk

Precept	Website / Clerk
Financial Standing Orders and Regulations	Website / Clerk
Grants given and received	Website / Minutes
List of current contracts awarded and value of contract	Clerk
Members' allowances and expenses	Clerk
<b>Class 3 – What our priorities are and how we are doing</b>	
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Clerk
<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions)	Website / Clerk
Current and previous council year as a minimum	
Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	Website / Clerk / Noticeboard

Agendas of meetings (as above)	Website / noticeboard
Minutes of meetings (as above) – n.b. this will exclude information that is properly regarded as private to the meeting.	Website / Clerk / Noticeboard
Reports presented to council meetings – n.b. this will exclude information that is properly regarded as private to the meeting.	Clerk
Responses to consultation papers	Clerk
Responses to planning applications	Clerk / South Hams website
Bye-laws	Clerk
<p><b>Class 5 – Our policies and procedures</b>  (Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>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>	Website / Clerk
<p>Policies and procedures for the provision of services and about the employment of staff:</p> <p>Internal instructions to staff and policies relating to the delivery of services</p> <p>Policies and procedures for handling requests for information  Complaints procedures (including those covering requests for information and operating the publication scheme)</p>	Clerk
Information security policy	TBC
Records management policies (records retention, destruction and archive)	Website / Clerk
Data protection policies	TBC

<b>Class 6 – Lists and Registers</b>	
Currently maintained lists and registers only	
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	Clerk
Assets register	Clerk / Website
Register of members' interests	Clerk / SHDC Website
Register of gifts and hospitality	Clerk
<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	
Allotments	n/a
Burial grounds and closed churchyards	n/a
Community centres and village halls	n/a
Parks, playing fields and recreational facilities	n/a

Seating, litter bins, clocks, memorials and lighting	Clerk
Bus shelters	Clerk
Markets	Clerk
Public conveniences	Clerk
Agency agreements	Clerk

**Contact details:**

**Clerk Rosemary Rowe, Fairways, Vicarage Road, Stoke Gabriel Totnes Devon TQ9 Mobile 077030332904**

[www.stokegabriel.co.uk](http://www.stokegabriel.co.uk)

**SCHEDULE OF CHARGES**

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

\* the actual cost incurred by the public authority

<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b>BASIS OF CHARGE</b>
<b>Disbursement cost</b>	Photocopying @ ..p per sheet (black & white or colour )	Actual cost *
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class



