

Publication Scheme Policy for Stanhoe Parish Council

1. Introduction

This Publication Scheme explains what information Stanhoe Parish Council makes routinely available to the public, how it can be accessed, and whether any charges apply.

The scheme follows the model publication scheme approved by the Information Commissioner's Office (ICO) for all public authorities.

Our aim is to be open, transparent, and accountable by publishing information proactively wherever possible.

2. The Model Publication Scheme

We adopt the ICO's Model Publication Scheme, which commits the council to publish information under the following classes:

1. Who we are and what we do
2. What we spend and how we spend it
3. What our priorities are and how we are doing
4. How we make decisions
5. Our policies and procedures
6. Lists and registers
7. The services we offer

This policy sets out what we publish under each class.

3. Information We Publish

Class 1: Who We Are and What We Do

- Names and contact details of councillors
- Clerk and Responsible Financial Officer contact details
- Council structure and responsibilities
- Meeting dates and venues

Class 2: What We Spend and How We Spend It

- Annual budget
- End-of-year accounts
- Precept information
- Financial regulations
- Expenditure over £100 – all expenditure listed in minutes
- Grants awarded
- Asset register
- Internal (and external if required) audit reports

Class 3: Priorities and Performance

- Annual Report to the Parish
- Action plans or project updates

Class 4: How We Make Decisions

- Agendas and minutes of council and committee meetings
- Reports considered at meetings
- Responses to planning applications
- Consultation results

Class 5: Policies and Procedures

- Standing Orders
- Financial Regulations
- Code of Conduct
- Complaints Procedure
- FOI and Data Protection policies
- Publication Scheme (this document)
- Employment policies

Class 6: Lists and Registers

- Asset Register
- Register of Members' Interests (held by KLWNBC)

Class 7: Services We Offer

Stanhoe Parish Council provides and supports a range of local services, including:

- Village Open Spaces – maintenance and oversight of communal green areas
- Play Area – management, inspection, and upkeep
- Noticeboards – provision and upkeep of noticeboard
- Street Furniture – dog bins, village gateways, SAM machines
- Grass Cutting and Grounds Maintenance – verges and public spaces where the council is responsible
- War Memorial Maintenance – care and upkeep of the village war memorial, village sign and village Cross
- Community Events Support – support for local events and activities
- Planning Consultation – reviewing and commenting on planning applications as a statutory consultee
- Highways and Footpaths Liaison – reporting issues such as potholes, signage, and rights-of-way concerns to Norfolk County Council

4. How Information Is Made Available

Information is available in the following ways:

- Website: Stanhoe.norfolkparishes.gov.uk
- Email request: clerk@stanhoe.norfolkparishes.gov.uk
- Hard copies: Available on request from the Clerk
- Inspection: By appointment at a mutually convenient time

5. Charges

Most information is provided free of charge.

Charges may apply for:

- Photocopying or printing
- Postage
- Large or complex requests requiring significant staff time (charged in accordance with FOIA regulations)

6. Requests for Information Not Published

If the information you want is not listed in this scheme, you may still request it under the Freedom of Information Act 2000 or the Environmental Information Regulations 2004.

Requests should be sent to:

The Clerk

Nicola Smith

clerk@stanhoe.norfolkparishes.gov.uk

Mallard House

Brancaster Road

Docking

7. Review of the Publication Scheme

This policy will be reviewed annually or sooner if required by changes in legislation or council practice.

Stanhoe Parish Council – Charges at a Glance

Free of Charge

- Information on the council website
- Email responses
- Viewing documents by appointment
- Agendas, minutes, and published policies

Photocopying & Printing

- A4 black & white: 10p per sheet
- A4 colour: 25p per sheet
- Larger formats: charged at cost

Postage

- Charged at Royal Mail standard rates
- Packaging materials charged at cost

Staff Time

- Charged at £25 per hour (FOIA standard rate)
- No charge for the first 18 hours of work (FOIA cost limit of £450)

If a request exceeds this limit, the council may:

- Refuse the request, or
- Offer to provide the information with the full cost charged to the requester

Environmental Information (EIR)

- Charged at a reasonable rate, using the same costs as above

Fees Notice

If a charge applies, the council will:

- Issue a Fees Notice
- Explain the breakdown of costs
- Pause the request until payment is received

If payment is not received within three months, the request will be closed.

The council may waive charges where:

- The cost is minimal
- The information is of significant public interest
- The requester would experience hardship

This is at the discretion of the Clerk and the Chair