



STOKESLEY

TOWN COUNCIL

PUBLICATION SCHEME

Adopted 10 November 2015

STOKESLEY TOWN COUNCIL

Document Version Control

<u>Version Number</u>	<u>Comments</u>	<u>Date</u>
0.1	Initial Draft for Approval	25 October 2015
1.0	Document to be Approved by Council Meeting	10 November 2015
1.01	Replaced Parish Council with Town Council	7 March 2017



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Publication Scheme

This document gives details of the information that Stokesley Town Council provides in order to meet its commitments under Information Commissioner's Office model publication scheme.

Stokesley Town Council will make information available as outlined in this document 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 on an external website; such information may have been provided by the Town Council or on its behalf, in which case the Town Council will 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- the information is archived, out of date or otherwise inaccessible; or,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.

Stokesley Town Council is committed to provide as much information as possible on a routine basis.

Stokesley Town Council will publish under this publication scheme any dataset they hold that has been requested, together with any updated versions, unless it is satisfied that it is not appropriate to do so. So far as reasonably practicable, it will publish it in an electronic form that is capable of re-use.

If the dataset¹ or any part of it is a relevant copyright work and Stokesley Town Council is the only owner, Stokesley Town Council will make it available for re-use under the terms of the [Open Government Licence](#).

¹ 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".

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Information to be published	How the information can be obtained	Cost
Class 1 - Who we are and what we do		
(Organisational information, structures, locations and contacts) Current information only.		
Who's who on the Council and its Committees	Hard Copy / Website	10p per sheet / Free
Contact details for Town Clerk and Council members (named contacts where possible with telephone number and email address [if used])	Hard Copy / Website	10p per sheet / Free
Location of the Town Council office and accessibility details	Hard Copy / Website	10p per sheet / Free
Staffing structure	Hard Copy / Website	10p per sheet / Free
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		
Annual return form and report by auditor	Hard Copy / Website	10p per sheet / Free
Finalised budget	Hard Copy / Website	10p per sheet / Free
Precept	Hard Copy / Website	10p per sheet / Free
Borrowing Approval letter	Hard Copy / Website	10p per sheet / Free
Financial Regulations and Standing Orders	Hard Copy / Website	10p per sheet / Free
Grants given and received	Hard Copy / Website	10p per sheet / Free
List of current contracts awarded and value of contract	Hard Copy / Website	10p per sheet / Free
Members' allowances and expenses	Hard Copy / Website	10p per sheet / Free

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Class 3 – What our priorities are and how we are doing

(Strategies and plans, performance indicators, audits, inspections and reviews)

Current and previous year.

Strategic Objectives	Hard Copy / Website	10p per sheet / Free
Neighbourhood Plan	Hard Copy / Website	10p per sheet / Free
Annual Report to Town or Community Meeting (current and previous year as a minimum)	Hard Copy / Website	10p per sheet / Free
Quality status	Hard Copy / Website	10p per sheet / Free
Local charters drawn up in accordance with DCLG guidelines	Hard Copy / Website	10p per sheet / Free

Class 4 – How we make decisions

(Decision making processes and records of decisions)

Current and previous council year

Timetable of meetings (Council, committee meetings and parish meetings)	Hard Copy / Website	10p per sheet / Free
Agendas of meetings	Hard Copy / Website	10p per sheet / Free
Minutes of meetings (this will exclude information that is properly regarded as private to the meeting)	Hard Copy / Website	10p per sheet / Free
Reports presented to council meetings (this will exclude information that is properly regarded as private to the meeting)	Hard Copy / Website	10p per sheet / Free
Responses to consultation papers and public consultation events	Hard Copy / Website	10p per sheet / Free
Responses to planning applications	Hard Copy / Website	10p per sheet / Free
Bye-laws	Hard Copy / Website	10p per sheet / Free

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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 Financial Regulations Committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements	Hard Copy / Website	10p per sheet / Free
Policies and procedures for the provision of services and about the employment of staff: Internal instructions to staff and policies relating to the delivery of services Equality and diversity policy Health and safety policy Recruitment policies (including current vacancies) Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme)	Hard Copy / Website	10p per sheet / Free
Information security policy	Hard Copy / Website	10p per sheet / Free
Records management policies (records retention, destruction and archive)	Hard Copy / Website	10p per sheet / Free
Data protection policies	Hard Copy / Website	10p per sheet / Free
Schedule of charges (for the publication of information)	Hard Copy / Website	10p per sheet / Free

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Class 6 – Lists and Registers		
Currently maintained lists and registers only		
Any publicly available register or list (if any are held this will be publicised; in most circumstances existing access provisions will suffice)	Hard Copy / Website	10p per sheet / Free
Assets register	Hard Copy / Website	10p per sheet / Free
Register of Assets of Community Value	Hard Copy / Website	10p per sheet / Free
Disclosure log (indicating the information that has been provided in response to requests)	Hard Copy / Website	10p per sheet / Free
Register of members' interests	Hard Copy / Website	10p per sheet / Free
Register of gifts and hospitality	Hard Copy / Website	10p per sheet / Free
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		
Allotments	Hard Copy / Website	10p per sheet / Free
Burial grounds and closed churchyards	Not Applicable	
Community centres and village halls	Hard Copy / Website	10p per sheet / Free
Parks, playing fields, recreational facilities and Manorial Land	Hard Copy / Website	10p per sheet / Free
Seating, litter bins, clocks, memorials and lighting	Hard Copy / Website	10p per sheet / Free
Bus shelters	Not Applicable	
Markets	Hard Copy / Website	10p per sheet / Free
Public conveniences	Hard Copy / Website	10p per sheet / Free
Agency agreements	Hard Copy / Website	10p per sheet / Free
Services for which the council is entitled to recover a fee, together with those fees (e.g. allotment plot fees)	Hard Copy / Website	10p per sheet / Free

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Additional Information		
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Contact Details:

The Town Clerk
 Stokesley Town Council
 Town Hall
 High Street
 Stokesley
 TS9 5DG
 E-Mail: stokesleytcc@gmail.com

Schedule of Charges

This describes how the charges have been determined.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @10p per sheet (black & white)	Actual cost ²
	Photocopying @ ??p per sheet (colour)	Actual cost ²
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation

² the actual cost incurred by the public authority



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Other	Allotment Plot	???