

Information available from Stanwick Parish Council under the model publication scheme

Note: the structure of this document has been set by the [Information Commissioners Office](#).

All documents on [our website](#) are held in a pdf format and can be downloaded to view or printed as required without charge.

Information to be published	How the information can be obtained	Cost
Class1 - Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only N.B. Councils should already be publishing as much information as possible about how they can be contacted.		
Who's who on the Council and it's committees	Website See 'Parish Council' About the Parish Council	
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website See 'Parish Council' About the Parish Council	
Location of main Council office and accessibility details	Website 'See Parish Council' About the Parish Council	
Staffing Structure The Council has one employee	Not applicable	
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 (AGAR) and report by auditor	Website See 'Meetings & Documents': Accounts Posted on notice board after audit.	
Finalised budget <i>shown council minutes (usually) for November meeting</i>	Website See 'Meetings & Documents': Minutes	
Precept <i>shown council minutes (usually) for November meeting</i>	Website See 'Meetings & Documents': Minutes	

Information to be published	How the information can be obtained	Cost
Borrowing Approval letter	Hard copy – contact Clerk	10p per sheet
Financial Standing Orders and Regulations	Website See 'Meetings & Documents': Policies	
Grants given and received <i>Shown in Council Minutes</i>	Website See 'Meetings & Documents': Minutes	
List of current contracts awarded and value of contract	Contact Clerk	
Members' allowances and expenses. Also see 'Members Allowance Policy'	Clerk; Website See 'Meetings & Documents': Policies	
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)		
Parish Plan (2013 to 2018)	Website; See 'Meetings & Documents': Policies	
Annual Report to Parish Meeting (current and previous year)	Website	
The Four Year Plan 2020 to 2024 Reports on performance contained within full council meeting Minutes	Website. See Menu: The Four Year Plan	
Stanwick Neighbourhood Plan	Website: See Menu: Neighbourhood Plan	
Class 4 – How we make decisions (Decision making processes and records of decisions)		
Current and previous council year		
Timetable of meetings (Council, committees and parish meetings)	Website; See 'Meetings & Documents': Meetings Calendar	
Agendas of meetings (as above)	Website; See 'Meetings & Documents': Agenda & Reports Noticeboard	

Information to be published	How the information can be obtained	Cost
Minutes of meetings (as above) – N.B. this will exclude information that is properly regarded as private to the meeting.	Website; See 'Meetings & Documents': Minutes	
Reports presented to council meetings - NB this will exclude information that is properly regarded as private to the meeting. <i>Verbal reports will be part of the Minutes</i>	Website See 'Meetings & Documents': Agenda & reports	
Responses to consultation papers <i>NB Consultation responses are generally given via an online form and a copy is not available for retention</i>		
Responses to planning applications <i>These will be part of the Minutes</i>	Website; See 'Meetings & Documents': Minutes These will be shown on North Northants Council website	
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only. There is a section of the website dedicated to policies. See 'Meetings & Documents': Policies		
Policies and procedures for the conduct of council business: Procedural standing orders Policy statements Delegated authority in respect of officers; <i>Shown in Minutes</i> Code of Conduct for Councillors	For all: Website; See 'Meetings & Documents': Policies	
Policies and procedures for the provision of services and about the employment of staff: Equality and diversity policy Personnel policies 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)	For all: Website; See 'Meetings & Documents': Policies Website See 'Meetings & Documents': Policies	

Information to be published	How the information can be obtained	Cost
Information security policy	Website; See 'Meetings & Documents': Policies	
Records management policies (records retention, destruction and archive)	Website; See 'Meetings & Documents': Policies	
Data protection policies	Website See 'Meetings & Documents': Policies	
Schedule of charges (for the publication of information) see below	Website; See 'Meetings & Documents': Policies	
Class 6 – Lists and Registers Currently maintained lists and registers only (Some information may only be available by inspection)		
Any publicly available register - electoral roll. The Parish Council is not lawfully permitted to share the register with members of the public	Contact North Northamptonshire Council	
Assets Register	Contact Clerk	
Register of members' interests	Published on North Northamptonshire Council website	
Register of gifts and hospitality	Contact Clerk	
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		

Information to be published	How the information can be obtained	Cost
Allotments Raunds Road	Website: See 'Menu' Recreation	
Burial grounds: Stanwick Cemetery: records, plans and registers Stanwick Cemetery: policies, fees and forms For St Laurence Church yard records – contact 4 Spires Benefice	Hard copy only – contact Clerk Website: See 'Menu': Cemetery	
Parks, playing fields and recreational facilities	Website: See 'Menu' Recreation	
Seating, litter bins, memorials and lighting	Contact Clerk	
Bus shelters	Contact Clerk	
Agency agreements The Council has one agency agreement for cutting Highway verges	Hard copy – contact Clerk	10p per sheet
Grants. The Council offers small grants in accordance with its policies	Website; See 'Meetings & Documents': Policies	
Newsletter. The annual newsletter. Published March/April	Website: See 'News & Calendar': latest news	
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Website See 'Menu': Cemetery	
Additional Information This section will provide Councils with the opportunity to publish information that is not itemised in the lists above		
None		

Contact details: [please use the contact page on our website](#)

SCHEDULE OF CHARGES

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ .10p per sheet (black & white) plus VAT	Actual cost *
	Photocopying @ .15.p per sheet (colour) plus VAT	Actual cost

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
	Postage	Actual cost of Royal Mail standard 2 nd class
	Scan of document and email	No charge
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)

* the actual cost incurred by the public authority