

Information available from Stillingfleet Parish Council under the Publication Scheme

There is a legal commitment on public authorities to adopt the ICO's model publication scheme and to routinely publish as much information as possible. This definition document details the kinds of information that it is expected a Parish Council will provide in order to meet its commitments under the ICO publication scheme.

Parish Councils are expected to make this information 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 in which case the Council should 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- the information is archived, out of date or otherwise inaccessible; or,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.

This definition document is not meant to give an exhaustive list of everything that could be covered by a publication scheme.

The vast majority of the information detailed in this definition document can be accessed via the Council's website www.stillingfleetparishcouncil.org

Information to be published	How the information can be obtained	Cost
Who we are and what we do (Organisational information, location and contacts)	www.stillingfleetparishcouncil.org	Free
Contact details for Parish Clerk and Council members (named contacts with telephone number and email address (if used))	www.stillingfleetparishcouncil.org	Free
What we spend and how we spend it (Financial information relating to projected and actual income and expenditure and financial audit) Current and previous financial year as a minimum	www.stillingfleetparishcouncil.org/finance	Free
Annual return form and report by auditor	www.stillingfleetparishcouncil.org/finance	Free
Finalised budget for current year	www.stillingfleetparishcouncil.org/finance	Free
Precept	www.stillingfleetparishcouncil.org/finance	Free
Financial Regulations	www.stillingfleetparishcouncil.org/policies	Free
Annual Report to Parish Meeting which includes the Parish Plan and our priorities (current and previous year as a minimum)	www.stillingfleetparishcouncil.org/category/annual-report	Free
How we make decisions Council's current standing orders	www.stillingfleetparishcouncil.org/policies	Free

Timetable of meetings (Council and any committee meetings)	www.stillingfleetparishcouncil.org	Free
Agendas of meetings	www.stillingfleetparishcouncil.org/category/agenda	Free
Minutes of meetings N.B this will exclude information that is properly regarded as private to the meeting.	www.stillingfleetparishcouncil.org/category/minutes	Free
Responses to planning applications	www.selby.gov.uk/view-applications-public-access	Free
Relevant Bye-laws (The law relating to Village Greens)	www.stillingfleetparishcouncil.org/the-green	Free
Our policies and procedures		
Policies and procedures for the conduct of council business: Code of Conduct Policy statements	www.stillingfleetparishcouncil.org/policies	Free
Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information)	www.stillingfleetparishcouncil.org/policies	Free

Records management policy	www.stillingfleetparishcouncil.org/policies	Free
Data protection policies	www.stillingfleetparishcouncil.org/policies	Free
Lists and Registers		
Asset register	www.stillingfleetparishcouncil.org/finance	Free
Register of members' interests	www.democracy.selby.gov.uk/mgParishCouncilDetails.aspx?ID=209&LS=3	

Contact details: clerk@stillingfleetparishcouncil.org

Signed on behalf of Stillingfleet Parish Council	Name	Date of Parish Council at which this scheme was reviewed & re-adopted
	Paul Elmhirst Chairman	21 May 2020