

## **Information available from Stillingfleet Parish Council under the Freedom of Information Act Model Publication Scheme**

This template is written for the use of Parish Councils. It gives examples of the kind of information the Information Commissioner's Office (ICO) would expect the Council to provide in order to meet its commitment under the model publication scheme, introduced through the Freedom of Information Act 2000 (FOIA). In 2008, the ICO introduced a generic model publication scheme, for adoption by all public authorities that are subject to FOIA.

The model publication scheme commits the Council to 'produce and publish the method by which the specific information will be available so that it can be easily identified and accessed by members of the public'.

This template guide covers only information currently held by Stillingfleet Parish Council. If we do not hold some of the information listed below, it will be marked as 'not held' in the table.

The ICO expects the Council to make the information in this template available unless:

- it does not hold the information;
- the information is exempt under one of the FOIA exemptions or Environmental Information Regulations 2004 (EIR) exceptions, or its release is prohibited by another statute (eg UK GDPR);
- the information is readily and publicly available from an external website; such information may have been provided by another public authority or on its behalf – in which case a direct link to that information is provided;
- the information is archived, out of date or otherwise inaccessible; or,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.

<b>Information to be published</b>	<b>How the information can be obtained</b>	<b>Cost</b>
<b>Class 1 - Who we are and what we do</b> Organisational information, structures, locations and contacts. Current information only	<a href="http://www.stillingfleetparishcouncil.org">www.stillingfleetparishcouncil.org</a>	Free
List of Council members and their responsibilities as well a list of Council Committees  Details of any representation on local public bodies	<a href="http://www.stillingfleetparishcouncil.org/your-councillors/">www.stillingfleetparishcouncil.org/your-councillors/</a>	Free
Postal and email address  Contact details for Parish Clerk and Council members	<a href="http://www.stillingfleetparishcouncil.org/your-councillors/">www.stillingfleetparishcouncil.org/your-councillors/</a>	Free
Location of main Council office and accessibility details	Not held – Council does not have a Council office	N/A
Staffing structure	Not held – Clerk is only member of staff	N/A
<b>Class 2 – What we spend and how we spend it</b> Financial information about projected and actual income and expenditure, procurement, contracts and financial audit. Current and previous financial year	<a href="http://www.stillingfleetparishcouncil.org/finance/">www.stillingfleetparishcouncil.org/finance/</a>	Free
Statement of accounts and internal audit report in the	<a href="http://www.stillingfleetparishcouncil.org/annual-">www.stillingfleetparishcouncil.org/annual-</a>	

format included in the Annual Return form	<a href="http://www.stillingfleetparishcouncil.org/annual-governance-and-accountability-return-2022-23/">governance-and-accountability-return-2022-23/</a> <a href="http://www.stillingfleetparishcouncil.org/annual-governance-and-accountability-return-2021-22/">www.stillingfleetparishcouncil.org/annual-governance-and-accountability-return-2021-22/</a>	Free
Finalised budget	<a href="http://www.stillingfleetparishcouncil.org/wp-content/uploads/2023/02/SPC-Budget-2023-24.pdf">www.stillingfleetparishcouncil.org/wp-content/uploads/2023/02/SPC-Budget-2023-24.pdf</a>	Free
Precept	<a href="http://www.stillingfleetparishcouncil.org/finance/">www.stillingfleetparishcouncil.org/finance/</a>	Free
Borrowing Approval letter	Not Held – not applicable	N/A
All items of expenditure above £100	<a href="http://www.stillingfleetparishcouncil.org/wp-content/uploads/2023/03/Breakdown-of-expenditure-greater-than-100-2022-2023.pdf">www.stillingfleetparishcouncil.org/wp-content/uploads/2023/03/Breakdown-of-expenditure-greater-than-100-2022-2023.pdf</a>	Free
Financial Standing Orders and Regulations	<a href="http://www.stillingfleetparishcouncil.org/policies/">www.stillingfleetparishcouncil.org/policies/</a>	Free
Grants given and received	<a href="http://www.stillingfleetparishcouncil.org/finance/">www.stillingfleetparishcouncil.org/finance/</a>	Free
List of current contracts awarded and value of contract	Not held – not applicable	N/A
Members’ allowances and expenses	Not held – not applicable	N/A
<b>Class 3 – What our priorities are and how we are doing</b>		

Strategies and plans, performance indicators, audits, inspections and reviews. Current and previous year where available		
Annual governance statement in format included in the Annual Return form	<a href="http://www.stillingfleetparishcouncil.org/annual-governance-and-accountability-return-2022-23/">www.stillingfleetparishcouncil.org/annual-governance-and-accountability-return-2022-23/</a>  <a href="http://www.stillingfleetparishcouncil.org/annual-governance-and-accountability-return-2021-22/">www.stillingfleetparishcouncil.org/annual-governance-and-accountability-return-2021-22/</a>	Free
Parish Plan	<a href="http://www.stillingfleetparishcouncil.org/parish-plan-december-2023-update/">www.stillingfleetparishcouncil.org/parish-plan-december-2023-update/</a>	Free
Annual Report to Parish Meeting	<a href="http://www.stillingfleetparishcouncil.org/chairmans-annual-report-2022-23/">www.stillingfleetparishcouncil.org/chairmans-annual-report-2022-23/</a>  <a href="http://www.stillingfleetparishcouncil.org/chairmans-annual-report-2022/">www.stillingfleetparishcouncil.org/chairmans-annual-report-2022/</a>	Free
Quality status	Not held	N/A
Local charters drawn up in accordance with DLUHC's guidelines	Not held	N/A
Data Protection impact assessments (in full or summary format) or any other impact assessment (eg Health & Safety	Not held	N/A

Impact Assessment, Equality Impact Assessments etc), as appropriate and relevant		
<b>Class 4 – How we make decisions</b> Decision making processes and records of decisions Current and previous council year as a minimum		
Timetable of meetings (Council and any committee meetings)	Footer on welcome page of <a href="http://www.stillingfleetparishcouncil.org">www.stillingfleetparishcouncil.org</a>	Free
Agendas of meetings (as above)	<a href="http://www.stillingfleetparishcouncil.org/category/agenda/">www.stillingfleetparishcouncil.org/category/agenda/</a>	Free
Minutes of meetings (as above) – excluding any material that is properly considered to be exempt from disclosure	<a href="http://www.stillingfleetparishcouncil.org/category/minutes/">www.stillingfleetparishcouncil.org/category/minutes/</a>	Free
Reports presented to council meetings – excluding any material that is properly considered to be exempt from disclosure	Not held	N/A
Responses to consultation papers	<a href="http://www.stillingfleetparishcouncil.org/stillingfleet-pcs-response-to-the-pre-submission-consultation-on-the-local-plan/">www.stillingfleetparishcouncil.org/stillingfleet-pcs-response-to-the-pre-submission-consultation-on-the-local-plan/</a>	
Responses to planning applications	<a href="https://public.selby.gov.uk/online-applications/">https://public.selby.gov.uk/online-applications/</a>	

<p>Bye-laws</p>	<p><a href="http://www.stillingfleetparishcouncil.org/byelaws-relating-to-the-green-page-1/">www.stillingfleetparishcouncil.org/byelaws-relating-to-the-green-page-1/</a></p> <p><a href="http://www.stillingfleetparishcouncil.org/byelaws-relating-to-the-green-page-2/">www.stillingfleetparishcouncil.org/byelaws-relating-to-the-green-page-2/</a></p>	
<p><b>Class 5 – Our policies and procedures</b>            Current written protocols, policies and procedures for delivering our services and responsibilities.            Current information only</p>		
<p>Policies and procedures for the conduct of Council business:</p> <ul style="list-style-type: none"> <li>• Procedural standing orders</li> <li>• Committee and sub-committee terms of reference</li> </ul> <ul style="list-style-type: none"> <li>• Delegated authority in respect of officers</li> <li>• Code of Conduct</li> <li>• Policy statements</li> </ul>	<p><a href="http://www.stillingfleetparishcouncil.org/wp-content/upoals/2023/04/Stillingfleet-PC-Standing-Orders-revised-2023.pdf">www.stillingfleetparishcouncil.org/wp-content/upoals/2023/04/Stillingfleet-PC-Standing-Orders-revised-2023.pdf</a></p> <p><a href="http://www.stillingfleetparishcouncil.org/planning-committee-terms-of-reference-2/">www.stillingfleetparishcouncil.org/planning-committee-terms-of-reference-2/</a></p> <p><a href="http://www.stillingfleetparishcouncil.org/play-area-sub-committee-terms-of-reference/">www.stillingfleetparishcouncil.org/play-area-sub-committee-terms-of-reference/</a></p> <p><a href="http://www.stillingfleetparishcouncil.org/byelaw-field-charity-committee-terms-of-reference/">www.stillingfleetparishcouncil.org/byelaw-field-charity-committee-terms-of-reference/</a></p> <p>Not held</p> <p><a href="http://www.stillingfleetparishcouncil.org/policies/">www.stillingfleetparishcouncil.org/policies/</a></p>	<p>Free</p>

<p>Policies and procedures for the provision of services and about the employment of staff:</p> <ul style="list-style-type: none"> <li>• Internal instructions to staff and policies relating to the delivery of services</li> <li>• Equality and diversity policy</li> <li>• Health and safety policy</li> <li>• Recruitment policies and details of current vacancies</li> <li>• Policies and procedures for handling requests for information</li> <li>• Complaints procedures (including those covering requests for information and operating the publication scheme)</li> </ul>	<p>Not held</p> <p><a href="http://www.stillingfleetparishcouncil.org/policies/">www.stillingfleetparishcouncil.org/policies/</a></p> <p>Not held</p> <p>Not held</p> <p><a href="http://www.stillingfleetparishcouncil.org/wp-content/uploads/2022/04/Stillingfleet-PC-Subject-Access-request-Procedure.pdf">www.stillingfleetparishcouncil.org/wp-content/uploads/2022/04/Stillingfleet-PC-Subject-Access-request-Procedure.pdf</a></p> <p><a href="http://www.stillingfleetparishcouncil.org/complaints-procedure">www.stillingfleetparishcouncil.org/complaints-procedure</a></p>	<p>Free</p>
<p>Records management, personal data and access to information policies</p> <p>Include information security policies, records retention, destruction and archive policies, and data protection (including data sharing and CCTV usage) policies</p>	<p><a href="http://www.stillingfleetparishcouncil.org/wp-content/uploads/2022/03/Stillingfleet-PC-Records-Management-Policy-May-202.pdf">www.stillingfleetparishcouncil.org/wp-content/uploads/2022/03/Stillingfleet-PC-Records-Management-Policy-May-202.pdf</a></p> <p><a href="http://www.stillingfleetparishcouncil.org/wp-content/uploads/2022/03/Stillingfleet-PC-Data-protection-policy-May-2021.pdf">www.stillingfleetparishcouncil.org/wp-content/uploads/2022/03/Stillingfleet-PC-Data-protection-policy-May-2021.pdf</a></p>	<p>Free</p>
<p><b>Class 6 – Lists and Registers</b> Currently maintained lists and registers only.</p>		
<p>Information legally required to hold in publicly available</p>	<p>Not held</p>	<p>N/A</p>

registers (in most circumstances existing access provisions will suffice)		
Assets register, including details of public land and building assets	<a href="http://www.stillingfleetparishcouncil.org/wp-content/uploads/2023/03/ASSET-REGISTER-for-SPC-31.3.2023.pdf">www.stillingfleetparishcouncil.org/wp-content/uploads/2023/03/ASSET-REGISTER-for-SPC-31.3.2023.pdf</a>	Free
Disclosure log indicating the information provided in response to FOIA and EIR requests. These are recommended as good practice	Not held	N/A
Register of members' interests	<a href="http://www.stillingfleetparishcouncil.org/register-of-councillors-interests/">www.stillingfleetparishcouncil.org/register-of-councillors-interests/</a>	Free
Register of gifts and hospitality	Not held	N/A
<b>Class 7 – The services we offer</b> Information about the services we offer and who to contact for more information.		
Allotments	Not held – not applicable	N/A
Burial grounds and closed churchyards	Not held – not applicable	N/A
Community centres and village halls <b>Stillingfleet Village Institute</b>	<a href="mailto:StillinfleetVillageInstitute@gmail.com">StillinfleetVillageInstitute@gmail.com</a>  Booking Secretary : Wanda Dobson 079350235918	Free
Parks, playing fields and recreational facilities	Play Area Supervisor : Cllr Joanne Sears	Free



<b>Stillingfleet Village Playground, The Green, YO19 6SG</b>	<a href="mailto:Joanne.sears@gateleylegal.com">Joanne.sears@gateleylegal.com</a> 07764 154522	
Seating, litter bins and lighting	<a href="mailto:clerk@stillingfleetparishcouncil.org">clerk@stillingfleetparishcouncil.org</a>	Free
Bus shelters	<a href="mailto:clerk@stillingfleetparishcouncil.org">clerk@stillingfleetparishcouncil.org</a>	Free
Markets	Not held – not applicable	N/A
Public conveniences	Not held – not applicable	N/A
Agency agreements	Not held – not applicable	N/A
Services for which we are entitled to recover a fee and details of those fees (eg burial fees)	Not held – not applicable	N/A

Signed on behalf of Stillingfleet Parish Council	Name	Date of Parish Council at which this scheme was reviewed and adopted
	Juan Brooks Chair	4 April 2024