

Stone Town Council

Information available under the Council's Freedom of Information Publication Scheme

The table below set out the information available from the Town Council under its Freedom of Information Publication Scheme. In addition to the information set out below, other items covered by the Freedom of Information Act will be supplied on application to the Town Clerk at the address below.

With respect to obtaining the information set out below:

1. The Council's website address is www.stonetowncouncil.gov.uk.
2. All requests for information identified as "Hard copy" below should be addressed to the Town Clerk. Contact details are shown at the end of the list below.
3. Where a charge is indicated, the required amount must be paid in full prior to any information being supplied. Please note that the hard copy charges assume that copies will be collected from the Council's offices. Copies will be posted on request, and this will be charged for at the actual cost incurred by the Council.
4. It is possible that information that is listed as hard copy without being available on the Council's website will be available electronically in an appropriate format. If this is the case, and the requester indicates that they would be happy to receive it by email in this format, it will be supplied free of charge.
5. The Council's website is currently being significantly updated. During this period, some of the items listed below as "website" may not be available on the site. If this is the case, it will be supplied free of charge by email on request to the Town Clerk.

Les Trigg
Town Clerk
5th April 2016

Stone Town Council Freedom of Information Publication Scheme

Class 1 – Who we are and what we do

(Organisational Information, structure, location and contacts. Current information only)

Information to be published	How the information can be obtained	Charge
List showing membership of Committees, Sub-Committees and Working Groups	Website Hard copy	Free 10p per sheet
Town Council office contact details and officer list	Website Hard copy	Free 10p per sheet
Location of Town Council office and accessibility details	Website Notice boards Hard copy	Free Free 10 per sheet
Staffing Structure	Website Hard copy	Free 10p per sheet

Class 2 - What we spend and how we spend it

(Financial information relating to projected and actual income and expenditure, procurement, contracts and audit. Current and previous financial year as a minimum)

Information to be published	How the information can be obtained	Charge
Accounts for payment	Website Hard copy	Free 10p per sheet
Annual return form and report by auditor	Website Hard copy	Free 10p per sheet
Annual precept figure	Website Hard copy	Free 10p per sheet
Annual finalised budgets in summary form	Website Hard copy	Free 10p per sheet
Borrowing approval letter	Not applicable	
Financial regulations	Website Hard copy	Free 10p per sheet
Grants given and received	Hard copy	10p per sheet
List of current contracts awarded and value of contract	Hard copy	10p per sheet
Members allowances and expenses	Not applicable	10p per sheet
Mayoral allowances	Hard copy	10p per sheet
Risk assessments	Hard copy	10p per sheet
VAT Return	Hard copy	10p per sheet

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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 as a minimum)

Information to be published	How the information can be obtained	Charge
Community Plan	Not applicable	
Annual Report to Annual Town Meeting	Website Hard copy	Free 10p per sheet
Parish Charter	Not applicable	

Class 4 - How we make decisions

(Decision making processes and records of decisions. Current and previous council year as a minimum)

Information to be published	How the information can be obtained	Charge
Timetable of meetings (Council, Committee, Sub-Committee, Working Groups, Annual Town Meeting)	Website Notice board Hard copy	Free Free 10p per sheet
Agendas of meetings (Council, Committee, Sub-Committee, Working Groups, Annual Town Meeting)	Website Notice board Hard copy	Free Free 10p per sheet
Minutes of meetings (excluding information that is properly regarded as private to the meeting) (Council, Committee, Sub-Committee, Working Groups, Annual Town Meeting)	Website Hard copy	Free 10p per sheet
Reports presented to council meetings (excluding information that is properly regarded as private to the meeting)	Website Hard copy	Free 10p per sheet
Responses to consultation papers	Hard copy	10p per sheet
Responses to planning applications	Website Hard copy	Free 10p per sheet
Bylaws	Hard copy	10p per sheet

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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)

Information to be published	How the information can be obtained	Charge
<p>Policies and procedures for the conduct of Council business:</p> <p>For example:</p> <ul style="list-style-type: none"> • Standing Orders • Terms of Reference • Code of Conduct 	<p>Website Hard copy</p>	<p>Free 10p per sheet</p>
<p>Policies and procedures for the provision of services and about the employment of staff:</p> <p>For example:</p> <ul style="list-style-type: none"> • Complaints Policy • Recruitment policies (incl. Current Vacancies) • Equal Opportunities Policy • Freedom of Information Policy • Health and Safety Policy • Risk Management Policy 	<p>Website Hard copy</p>	<p>Free 10p per sheet</p>
Document Management Policy	<p>Website Hard copy</p>	<p>Free 10p per sheet</p>
Data Protection Policy	<p>Website Hard copy</p>	<p>Free 10p per sheet</p>

Class 6 - Lists and registers

(Currently maintained lists and registers only)

Information to be published	How the information can be obtained	Charge
Any publicly available register or list	Hard copy	10p per sheet
Assets register	Hard copy	10p per sheet
Register of members' interests	<p>Website Hard copy</p>	<p>Free 10p per sheet</p>

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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	Charge
Community Centres	Website Hard copy	Free 10p per sheet
Parks, Playing Fields and Recreational Facilities	Website Hard copy	Free 10p per sheet
Street furniture (seating, litter bins, dog bins, bus shelters)	Website Hard copy	Free 10p per sheet
Memorials	Hard copy	10p per sheet
A summary of services for which the council is entitled to recover a fee, together with those fees	Hard copy	10p per sheet

Additional information

Contact details:

Les Trigg, Town Clerk, Stone Town Council, 15 Station Road, Stone, Staffordshire ST15 8JP

Members of the public wishing to inspect information are requested to telephone the Town Council office to ensure that the information they require is available. The Town Council can be contacted on 01785 619740, or by email to clerk@stonetowncouncil.org.uk. The Council offices are normally open from Monday to Friday between 9:00am and 1:00pm.

Schedule of charges:

Photocopying charges at 10p per page for black and white copies are based on the actual cost to the Council, and assume that the required documents will be collected from the Council offices during normal opening hours. Colour photocopying is not available. Where postage of documents is requested, it will be charged at the actual cost to the Council.