STRETTON ON DUNSMORE PARISH COUNCIL PUBLICATION SCHEME

Stretton on Dunsmore
PARISH COUNCIL

Information available from Stretton on Dunsmore Parish Council under the model publication scheme.
Website: http://strettonondunsmore.org.
Parish Clerk:- strettonondunsmoreclerk@gmail.com

Publishing datasets for re-use

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

If the dataset or any part of it is a relevant copyright work and the public authority is the only owner, the public authority must make it available for re-use under the terms of a specified licence. Datasets in which the Crown owns the copyright or the database rights are not relevant copyright works.

The Datasets Code of Practice recommends that public authorities make datasets available for re-use under the Open Government Licence.

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".

Information to be published	How the information can be obtained	Cost
Class1 - Who we are and what we do Who's who on Stretton on Dunsmore Parish Council	Website Hard Copy	Free 10p
Contact details for Parish Clerk and Parish Council members	Website Hard Copy	Free 10p
Postal Address for Parish Council Office	Website Hard Copy	Free 10p
Class 2 – What we spend and how we spend it Annual return form and report by auditor	Website Noticeboard Hard Copy	Free 10p per sheet
Budget	Electronic Copy (email Parish Clerk) Hard Copy	Free 10p per sheet
Precept	Electronic Copy (email Parish Clerk) Hard Copy	Free 10p per sheet
Borrowing Approval letter	N/A	
Financial Standing Orders and Regulations	Website Hard Copy	Free 10p per sheet
Grants given and received	Electronic Copy (email Parish Clerk) Hard Copy	Free 10p per sheet
List of current contracts awarded and value of contract	Website Hard Copy	Free 10p per sheet
Members' allowances and expenses	Website Hard Copy	Free 10p per sheet
Class 3 – What our priorities are and how we are doing Parish Plan 2012	Electronic Copy (email Parish Clerk) Hard Copy	Free 10p per sheet

Annual Report to Parish Council by Chairman (current and previous year as a minimum)	Website Hard Copy	Free 10p per sheet
CiLCA Qualification	Electronic Copy (email Parish Clerk) Hard Copy	Free 10p per sheet
Local charters drawn up in accordance with DCLG guidelines	N/A	
Class 4 – How we make decisions Timetable of meetings	 Website Hard Copy	 Free 10p per sheet
Agendas of meetings	Website Noticeboard Hard Copy	Free 10p per sheet
Minutes of meetings– n.b. this will exclude information that is properly regarded as private to the meeting.	Website Hard Copy	Free 10p per sheet
Reports presented to council meetings – n.b. this will exclude information that is properly regarded as private to the meeting.	Website or electronic copy Hard Copy	Free 10p per sheet
Responses to consultation papers	Website or electronic copy Hard Copy	Free 10p per sheet
Responses to planning applications	RBC Website or electronic copy Hard Copy	Free 10p per sheet
Class 5 – Our policies and procedures Policies and procedures for the conduct of council business: Standing Orders Scheme of Delegation to the Proper Officer Code of Conduct Parish Councillor Definition of Role Virtual Meetings Protocol Financial Regulations Operation Menai Bridge Protocol Communications Policy Co-Option Policy Public Participation Statement & Policy	 Website Hard Copy	 Free 10p per sheet

Biodiversity Policy		
Policies and procedures for the provision of services and about the employment of staff: Training and Development Policy Document Retention and Archive Policy Complaints Procedure COVID-19 Volunteer Protocols Risk Management Policy	 Website Hard Copy	 Free 10p per sheet
Class 6 – Lists and Registers Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	N/A	
Assets Register	Electronic Copy (email Parish Clerk) Hard Copy	Free 10p per sheet
Disclosure log (indicating the information that has been provided in response to requests; recommended as good practice, but may not be held by parish councils)	N/A	
Register of members' interests	Website Hard Copy	Free 10p per sheet
Class 7 – The services we offer Allotments	Electronic Copy (email Parish Clerk) Hard Copy	Free 10p per sheet
Burial grounds	N/A	
Community centres and village halls	N/A	
Parks, playing fields and recreational facilities	Website Hard Copy	Free 10p per sheet
Seating, litter bins, clocks, memorials and lighting	Electronic Copy (email Parish Clerk) Hard Copy	Free 10p per sheet
Bus shelters	Electronic Copy (email	Free

	Parish Clerk) Hard Copy	10p per sheet

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http://strettonondunsmore.org

SCHEDULE OF CHARGES

This describes how the charges have been arrived at and should be published as part of the guide.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 10p per sheet (black & white)	Actual cost *
	Photocopying @ 15p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2nd class

* the actual cost incurred by the public authority

This document should be reviewed every three years