Stanion Parish Council

Information available from Stanion Parish Council under the model Publication Scheme

Please Note
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 format 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 license. 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 License. The term 'dataset' is defined in section 11(5) of FOIA. The term 'relevant copyright work' and 'specified license' 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 Actual at time
Class 1 – Who we are and what we do *(Current information only)* Parish Council Newsletter	Hard copies distributed to each house in the Village, and copies placed in the Village Hall. Electronic Newsletter available via the website	
Members of the Council and its committees Contact details for the Clerk and members of the Council Location of the Parish council office and accessibility details	Village noticeboards and website	
Staffing structure	Website	
Class 2 - What we spend and how we spend it *(Current and previous financial year)* Budget & Precept Financial Regulations Quarterly Report of Actual against Predicted Spend Grants given and received List of current contracts awarded and the value of the contract Capital projects Members allowances and expenses Staff expenses	Website	
Authorised Payments List Annual Return for Smaller Authorities Notice of Conclusion of Audit Auditor's Report and Issues arising Internal Audit Report	Village noticeboards and website	

Class 3 – What our priorities are and how we are doing *(Current and previous year)* Annual Report to the Parish	Website and Village noticeboards	
Forward Plan Mission Statement Internal Reviews Neighbourhood Plan Communication & Consultation Strategy	Website	
Class 4 – How we make decisions *(current and previous year)* Timetable of all meeting dates Minutes Agendas	Village noticeboards and website	
Background Papers Working Group Reports Interim Project Updates Reports to the Council Parish Council responses to public consultations Parish Council responses to planning applications Parish Council responses to planning appeals NCC Councillor written reports CBC Ward Councillor written reports	Website	
Vacancies – Councillor Vacancies – Staff Public Notices	Village noticeboards and website	
Class 5 – Our policies and procedures *(current information only)* Standing Orders Financial Regulations Clerk/RFO Post Profile/Person Specification Committee and Sub-Committee Terms of Reference Delegated Responsibility Notices Code of Conduct Equality & Diversity Policy Health & Safety Policy Complaints Policy Information Security Policy Records Retention Policy Data Protection Policy Requests for Information Policy Councillor Co-option Policy Schedule of Charges for the production of hard copy information Privacy Notice Data Breach Policy Responding to a SAR Procedure Recruitment Procedure FOIA 2000 Publication Scheme	Website	

Grant Policy Press & Media Policy Recording of Meetings Policy		
Class 6 – Lists and Registers *(currently maintained lists only)* Asset Register Risk Register Policy & Procedure Amendment Log GDPR Compliance Checklist Planning Register (Stanion) Register of Members Interests Register of Gifts and Hospitality Register of Members Expenses Register of Members Training Register of Staff Training Actions Log	Website	
Online Planning Applications	Via CBC website	
Class 7 – The services we offer *(current information only)* Pocket Park Grass Cutting Seating, litter bins, bus shelters	Website	
Village Hall Agency Agreements	Parish Council office	

Contact details:
Cllr K Neville, Acting Clerk
Stanion Parish Council office
The Village Hall
Brigstock Road
Stanion, Northamptonshire NN14 1BU

Email: stanion.clerk@gmail.com
Website: www.stanion.net

Schedule of Charges

Type of Charge	Description	Basis of Charge
Disbursement cost	Photocopying @ 0.10p per sheet (black & white). Photocopying @ 0.40p per sheet (colour)	Reasonable charge
Statutory fee		As required in accordance with the relevant legislation

Please Note
All requests for information under FOIA, and subject access requests, that are required to be provided in hard copy, will incur a per page charge as listed above. This cost is in addition to the actual cost of posting the documents to the requester. Posting costs will be actual costs incurred, and all costs will be advised in advance of the information being provided to the requester.