

**FREEDOM OF INFORMATION ACT****INFORMATION AVAILABLE FROM STONEY STANTON PARISH COUNCIL UNDER THE MODEL PUBLICATION SCHEME**

<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>		
Current Information only	Noticeboards, Library, Website	
Parish Councillors and Committees	Noticeboards, Library, Website	
Contact Details for Clerk and Councillors	Noticeboards, Library, Website	
Location	Noticeboards, Library, Website	
<b>Class 2 – What we spend and how we spend it</b>		
Financial year financial statements	Hardcopy, website	5p per hardcopy sheet
Annual return form and report by auditor	Hardcopy	5p per hardcopy sheet
Finalised Budget	Hardcopy, website, minutes	5p per hardcopy sheet
Precept	Hardcopy, website, minutes	5p per hardcopy sheet
Financial Standing Orders and Regulations	Hardcopy, website	5p per hardcopy sheet
Grants Given and Received	Hardcopy, website, minutes	5p per hardcopy sheet
List of current contracts	Hardcopy, website, minutes	5p per hardcopy sheet
<b>Class 3 – What are our priorities and how we are doing</b>		
Annual Reports	Hardcopy, website, minutes	5p per hardcopy sheet
<b>Class –How we make decisions</b>		
Timetable of meetings	Hardcopy, website, Library	5p per hardcopy sheet
Agendas of meetings	Hardcopy, website, Library	5p per hardcopy sheet
Minutes of meetings	Hardcopy, website, Library	5p per hardcopy sheet
Reports to meetings	Hardcopy, website, minutes	5p per hardcopy sheet
Responses to consultations and planning applications	Hardcopy, website, minutes	5p per hardcopy sheet
Byelaws	Hardcopy	5p per hardcopy sheet

<b>Class 5 – Policies and Procedure</b>		5p per hardcopy sheet
Standing Orders	Hardcopy, website	5p per hardcopy sheet
Code of Conduct	Hardcopy, website	5p per hardcopy sheet
Other policies	Hardcopy	5p per hardcopy sheet
Complaint procedure	Hardcopy, website	5p per hardcopy sheet
Information Security policy	Hardcopy, website risk assessment	5p per hardcopy sheet
Record Management policies	Hardcopy, website risk assessment	5p per hardcopy sheet
Data protection policy	Hardcopy, website risk assessment	5p per hardcopy sheet
<b>Class 6 - Lists and Registers</b>		5p per hardcopy sheet
Assets Register	Hardcopy, website	5p per hardcopy sheet
Disclosure Log	Held at Blaby District Council	5p per hardcopy sheet
Register of Members' interests	Held at Blaby District Council	5p per hardcopy sheet
Register of gifts and hospitality	Held at Blaby District Council	5p per hardcopy sheet
<b>Class 7 – Services we offer</b>		5p per hardcopy sheet
Allotments	Hardcopy, website	5p per hardcopy sheet
Cemetery	Hardcopy, website	5p per hardcopy sheet
Village Community Hall	Hardcopy, website	5p per hardcopy sheet
Parish Land	Hardcopy, website	5p per hardcopy sheet
Seating, clocks and lighting	Hardcopy	5p per hardcopy sheet
Schedule of Fees	Hardcopy, website	5p per hardcopy sheet

**Hardcopies can be obtained** from The Clerk of the Council – email: [clerk@stoneystanton.org.uk](mailto:clerk@stoneystanton.org.uk)

#### **Schedule of Charges – How charges are arrived at**

<b>Type of Charge</b>	<b>Description</b>	<b>Basis of Charge</b>
Disbursement cost	Photocopying @ 5p a sheet	Actual cost
	Postage	Actual cost

