STILTON PARISH COUNCIL

Stilton Pavilion, High Street, Stilton PE7 3RA
Telephone: 01733 639106 - Email: clerk@stiltonparishcouncil.gov.uk

Publication Scheme, Freedom of Information Policy

Introduction

Under the Freedom of Information Act 2000 (FOIA), Stilton Parish Council (the Council) has a duty to adopt and maintain a Publication Scheme describing:

- The classes of information it publishes
- How and where such information is published (e.g. website, paper copy, etc.)
- Whether or not a charge is made for such information

The Council has adopted the Model Scheme, approved by the Information Commissioner's Office (ICO).

The purpose of the Council's Publication Scheme is to inform what information will be automatically or routinely published by the Council and brings to the notice of parishioners the opportunity that exists for them to inspect Council documents. Stilton Parish Council aims to ensure that a significant amount of information is available to the public without the need for a specific request to be made.

Other information is available from the Council by individual request, under the Freedom of Information Act (FOIA), Environmental Information Regulations (EIR) and the Data Protection Act 2018 (DPA).

If there is any information required that does not appear in the Council's Publication Scheme or you have any comments or suggestions on how it can be improved, please contact:

Clerk to Stilton Parish Council
Email: clerk@stiltonparishcouncil.gov.uk

Obtaining Information

Much of the information listed in the Council's Publication Scheme is supplied free of charge and can be downloaded from our website.

Where information is available only in paper format, this is stated in the Publication Scheme and can be viewed by appointment with the Council's Clerk or a copy can be requested.

Information not contained within the Publication Scheme and Exemptions

The Local Audit and Accountability Act 2014, Data Protection Act 2018, Freedom of Information Act 2000 and General Data Protection Regulations 2018 have been considered in drawing up this policy.

The FOIA created a general right of access to information; it also set out information that the Council does not have to make available for specific reasons, called exemptions. This is information that, if published, might prejudice the health, safety or security of the Council, its staff, systems, services or property or breached an individual's Data Protection rights.

If information is requested but is covered by an exemption the Clerk to the Council will inform the applicant in writing why the Council has refused the request and quote the relevant exemptions.

If the information requested is not disclosed, the applicant can ask the Information Commissioner to review the Council's decision. The Information Commissioner's Office is the Government department that oversees and enforces FOI. They can be contacted at www.ico.gov.uk

Data Protection

You have the right to request access to the information we have on you. You can do this by contacting our Data Information Officer at clerk@stiltonparishcouncil.gov.uk

Charges

The Council's Fees and Charges are detailed below. Unless otherwise stated, publications listed in our Publication Scheme are supplied free of charge.
If administration costs exceed £450, to enable a Freedom of Information request to be met, then the Council is able to charge the requestor for the administration costs in meeting the request.
A charge may be made for photocopies.

Management of the Council's Publication Scheme

The Council is responsible for the adoption and maintenance of this Policy and the Publication Scheme.

Information Available from Stilton Parish Council

Published Information	**How the information can be obtained**	**Cost**
Class 1 – Who we are and what we do		
Who's who on the Council and its committees	Website/Email Hard copy from Clerk	Free 5p/sheet
Contact details for Parish Clerk and Council members	Website/Email Hard copy from Clerk	Free 5p/sheet
Class 2 – What we spend and how we spend it		
Annual return form (current year)	Website/Email Hard copy from Clerk	Free 5p/sheet
Report by auditor	Website/Email Hard copy from Clerk	Free 5p/sheet
Finalised budget	Website/Email Hard copy from Clerk	Free 5p/sheet
Precept	Website/Email Hard copy from Clerk	Free 5p/sheet
Financial Regulations, Standing Orders, Policies and Procedures	Website/Email Hard copy from Clerk	Free 5p/sheet
Grants given and received	Website/Email Hard copy from Clerk	Free 5p/sheet
List of current contracts awarded and value of contract	Website/Email Hard copy from Clerk	Free 5p/sheet
Class 3 – What our priorities are and how we are doing		
Action Plan	Website/Email Hard copy from Clerk	Free 5p/sheet
Annual Report to Parish meeting	Website/Email Hard copy from Clerk	Free 5p/sheet
Class 4 – How we make decisions		
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Website/Email Hard copy from Clerk	Free 5p/sheet
Agendas (and associated papers)	Website/Email Hard copy from Clerk	Free 5p/sheet
Minutes of meetings (as above). NB: This will exclude information that is properly regarded as private to the meeting	Website/Email Hard copy from Clerk	Free 5p/sheet
Reports presented to council meetings. NB: This will exclude information that is properly regarded as private to the meeting	Website/Email Hard copy from the Clerk	Free 5p/sheet

Published Information	How the information can be obtained	Cost
Responses to consultation papers	Website/Email Hard copy from the Clerk	Free 5p/sheet
Responses to planning applications	Website/Email Hard copy from the Clerk	Free 5p/sheet
Class 5 – Our Policies and Procedures		
Policies and Procedures (including Complaints, Grievance, Disciplinary, CCTV, Equality and Diversity, Training and Development, Vexatious complaints, Appraisal, Dignity at Work, Co-option, Grant Awarding, Social Media, Communications and Home Working and Data Protection) Standing Orders Committees/Working Groups - Terms of Reference Code of Conduct Financial Regulations Schedule of charges (For the publication of information)	Website/Email Hard copy from the Clerk	Free 5p/sheet
Class 6 – Lists and registers		
Asset Register Members Register of Interests (available through link on website to Huntingdonshire District Council's website)	Website/email Hard copy from the Clerk	Free 5p/sheet
Class 7 – The services we offer		
Cemetery – Churchyard – Garden of Remembrance	Website/email Hard copy from the Clerk	Free 5p/sheet
Pavilion, playing field and Pavilion Play Park	Website/email Hard copy from the Clerk	Free 5p/sheet
Barn Close Play Area	Website/email Hard copy from the Clerk	Free 5p/sheet
Seating, litter bins, War memorial and lighting	Website/email Hard copy from the Clerk	Free 5p/sheet
Bus shelters	Website/email Hard copy from the Clerk	Free 5p/sheet

Contact details:

Clerk to Stilton Parish Council, Stilton Pavilion, High Street, Stilton PE7 3RA Tel: 01733 639106
or email clerk@stiltonparishcouncil.gov.uk

Schedule of Charges

Type of Charge	Description	Basis of Charge
Disbursement Cost	Photocopying @ 5p per sheet (black and white)	Actual Cost *
	Photocopying @ 10p per sheet (colour)	Actual cost *
Statutory Fee		In accordance with the relevant legislation.

* The actual cost incurred by the public authority.

Policy Review

Reviewed: 12 May 2026 (agenda item PC108/26)
Next review date: May 2027