



STRATFORD-UPON-AVON TOWN COUNCIL

Council Publication Scheme

Stratford-upon-Avon Town Council is obliged, under the Freedom of Information Act (FOIA) 2000, to make certain information available under what is known as a 'Publication Scheme'. The purpose of this scheme is to make the maximum amount of information readily available at minimum inconvenience and cost to the public.

There are various ways in which the information can be supplied:

- Through our website.
- Hard copy, which means we are required to provide the information as a printed document on request.
- Allowing the public to inspect documents at our office by appointment.

The information we are obliged to provide under the scheme is divided into a number of 'classes'. These are shown below, together with details of how to obtain that information. The Town Council will make as much information available as possible on a routine basis unless:

- The Town Council does not hold the information.
- The information is exempt under one of the FOIA exemptions or Environmental Information Regulations 2004 exceptions, or the release of the information is prohibited by another statute.

- The information is readily and publicly available from an external website; such information may have been provided by the public authority or on its behalf (the authority must provide a direct link to that information).
- The information is archived, out of date or otherwise inaccessible.
- It would be impractical or resource-intensive to prepare the material for routine release.

If you wish to inspect any information at the Council's offices, please contact the Town Clerk to make an appointment. We can then ensure that the information you require is available. Information is available on the Town Council's website, some can be found on the Town Council's notice boards or can be obtained in electronic or hard copy form from the Town Clerk:

- Town Council website [Stratford Town Council \(stratford-tc.gov.uk\)](http://stratford-tc.gov.uk)
- Town Council notice boards are located outside the Town Hall, Cemetery (Evesham Road) and Packhorse Road
- Town Clerk: Tel. 01789 269332 Email: caroline.nash@stratford-tc.gov.uk

Information to be published:	How the information can be obtained:
Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts) <i>Current information only</i>	Website
List of Council members and their responsibilities as well a list of Council Committees Details of any representation on local public bodies	Website
Postal and email address Contact details for Town Clerk and Council members	Website
Location of main Council office and accessibility details	Website
Staffing structure	Website
Class 2 – What we spend and how we spend it Financial information about projected and actual income and expenditure, procurement, contracts and financial audit	Website
Statement of accounts and internal audit report in the format included in the Annual Return form	Website

Finalised budget	Website
Precept	Website
Borrowing Approval letter	N/A
All items of expenditure above £500	Website
Financial Standing Orders and Regulations	Website
Grants given and received	Website (Minutes)
List of current contracts awarded and value of contract	By appointment at the Town Council Offices - pending website
Mayors allowances and expenses	Management Accounts – Website By appointment at the Town Council Offices
Class 3 – What our priorities are and how we are doing Strategies and plans, performance indicators, audits, inspections and reviews	Website
Annual governance statement in format included in the Annual Return form	Website
Neighbourhood Development Plan	Website
Annual Report	Website
Quality status	Not Held

Class 4 – How we make decisions (Decision making processes and records of decisions) <i>Current and previous council year as a minimum</i>	Website
Timetable of meetings (Council and any committee/sub-committee meetings and Town meetings)	Website/available as a hard copy
Agendas of meetings (as above)	Website/Noticeboard/hard copy/email
Minutes of meetings (as above) – exclude material that is properly considered to be exempt from disclosure	Website/hard copy/email
Reports presented to council meetings – exclude material that is properly considered to be exempt from disclosure	Website/hard copy/email
Responses to consultation papers	Website/hard copy/email
Responses to planning applications	Can be viewed at E-Planning Stratford-on-Avon District Council
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)	

Current information only	
Policies and procedures for the conduct of Council business: • Procedural standing orders • Committee and sub-committee terms of reference • Delegated authority in respect of officers • Code of Conduct • Policy statements	Website
• Policies and procedures for the provision of services and about the employment of staff: • Internal instructions to staff and policies relating to the delivery of services • Equality and diversity policy • Health and safety policy (pending amendment) • Recruitment policies and details of current vacancies • Policies and procedures for handling requests for information • Complaints procedures (including those covering requests for information and operating the publication scheme)	Website

Records management, personal data and access to information policies Include information security policies, records retention, destruction and archive policies, and data protection	Website
Class 6 – Lists and Registers Currently maintained lists and registers only.	Hard copy or Website; some information may only be available by inspection)
Assets register, including details of public land and building assets	By appointment at the Town Council Offices
Register of members' interests	Parish council - Stratford-upon-Avon Town Council Stratford-on-Avon District Council
Register of gifts and hospitality	By appointment at the Town Council Offices
Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) <i>Current information only</i>	(Hard copy or website; some information may only be available by inspection)
Allotments	Website
Burial grounds and closed churchyards	Website
Community centres and village halls	Not held
Parks, playing fields and recreational facilities	Not held

Seating, litter bins, clocks, memorials and lighting	Website
Street Furniture	Website
Markets	Website
Public conveniences	Not held
Agency agreements	Not held
Services for which we are entitled to recover a fee and details of those fees (e.g. burial fees)	Website

Schedule of Charges

Generally, the Council will not make a charge for supplying information. However, it can do so if the amount of time required to compile the information is likely to cause the Council considerable expense, usually anything in excess of £50. In such circumstances, a charge of £25 per hour may be levied. The Council will contact you to discuss the matter before any such work is undertaken.

If you require paper copies of any information, a charge at actual cost to the Council (currently 20p for each A4 black and white copy and 40p for each A4 colour copy) will be made. There will be no charge for electronic copies. Postage will be charged at the prevailing rate. Payment may be requested prior to provision of the information.

Date of policy: September 2024

Approving committee: Town Council

Date of committee meeting: 24 September 2024

Next Review September 2028

Based on ICO scheme