



Stainland and District Parish Council

**PUBLICATION SCHEME – FREEDOM OF INFORMATION ACT 2000**

Information available from Stainland and District  
Parish Council under the Freedom of Information Act  
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>  (Organisational information, structures, locations and contacts)  Current information only	Website	£0
List of Council members and their responsibilities as well a list of Council Committees  Details of any representation on local public bodies	Website	£0
Postal and email address  Contact details for Parish Clerk and Council members  Where possible, provide named contacts including contact phone numbers and email addresses	Website	£0

Location of main Council office and accessibility details	Website	£0
Staffing structure	Website	£0
<b>Class 2 – What we spend and how we spend it</b>  (Financial information about projected and actual income and expenditure, procurement, contracts and financial audit)  Current and previous financial year as a minimum	Website – Prior year accounts Minutes – Information relating to current budget On request – Other information	£0
Statement of accounts and internal audit report in the format included in the Annual Return form	Website	£0
Finalised budget		
Precept		
Borrowing Approval letter	N/A	N/A
All items of expenditure above £100	Minutes on Website	£0
Financial Standing Orders and Regulations	Website	£0
Grants given and received	Minutes on Website	£0
List of current contracts awarded and value of contract	Minutes on Website	£0
Members' allowances and expenses	Minutes on Website	£0
<b>Class 3 – What our priorities are and how we are doing</b>  (Strategies and plans, performance indicators, audits, inspections and reviews)  Current and previous year as a minimum	(hard copy or website)  Vision document on website and minutes on website	£0

Annual governance statement in format included in the Annual Return form		
Parish Plan	Website	£0
Annual Report to Parish or Community Meeting	Website	£0
Quality status	All accreditations are on website	£0
Local charters drawn up in accordance with DLUHC's guidelines	n/a	n/a
Data Protection impact assessments (in full or summary format) or any other impact assessment (eg Health & Safety Impact Assessment, Equality Impact Assessments etc), as appropriate and relevant	n/a	n/a
<b>Class 4 – How we make decisions</b>  (Decision making processes and records of decisions)  Current and previous council year as a minimum	(hard copy or website)  Website / minutes	£0
Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	Website meeting schedule for the year and agendas published in advance.	£0
Agendas of meetings (as above)	Website	£0
Minutes of meetings (as above) – exclude material that is properly considered to be exempt from disclosure	Website	£0

Reports presented to council meetings – exclude material that is properly considered to be exempt from disclosure	On request to clerk	£0
Responses to consultation papers	On request to clerk	£0
Responses to planning applications	All on Calderdale Council website publicly available or in minutes	£0
Bye-laws	On request to clerk	£0
<b>Class 5 – Our policies and procedures</b>  (Current written protocols, policies and procedures for delivering our services and responsibilities)  Current information only	(hard copy or website)  Website	£0
Policies and procedures for the conduct of Council business: <ul style="list-style-type: none"> <li>• Procedural standing orders</li> <li>• Committee and sub-committee terms of reference</li> <li>• Delegated authority in respect of officers</li> <li>• Code of Conduct</li> <li>• Policy statements</li> </ul>	Website	£0
Policies and procedures for the provision of services and about the employment of staff: <ul style="list-style-type: none"> <li>• Internal instructions to staff and policies relating to the delivery of services</li> <li>• Equality and diversity policy</li> <li>• Health and safety policy</li> <li>• Recruitment policies and details of current vacancies</li> <li>• Policies and procedures for handling requests for information</li> </ul>	Website	£0

<ul style="list-style-type: none"> <li>Complaints procedures (including those covering requests for information and operating the publication scheme)</li> </ul>		
<p>Records management, personal data and access to information policies</p> <p>Include information security policies, records retention, destruction and archive policies, and data protection (including data sharing and CCTV usage) policies</p>	Website	£0
<p><b>Class 6 – Lists and Registers</b></p> <p>Currently maintained lists and registers only.</p>	(hard copy or website; some information may only be available by inspection)	
Information legally required to hold in publicly available registers (in most circumstances existing access provisions will suffice)	On request to clerk	£0
Assets register, including details of public land and building assets	On request to clerk	£0
Disclosure log indicating the information provided in response to FOIA and EIR requests. These are recommended as good practice	On request to clerk	£0
Register of members' interests	All uploaded to Calderdale website or on request to Clerk <a href="#">Parish councils contact details   Calderdale Council</a>	£0
Register of gifts and hospitality	On request to clerk (currently there are none)	£0

<b>Class 7 – The services we offer</b>  (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)  Current information only	(hard copy or website; some information may only be available by inspection)	
Allotments	Website page or on request to clerk	£0
Burial grounds and closed churchyards	N/A	N/A
Community centres and village halls	N/A	N/A
Parks, playing fields and recreational facilities	N/A	N/A
Seating, litter bins, clocks, memorials and lighting	N/A	N/A
Bus shelters	N/A	N/A
Markets	N/A	N/A
Public conveniences	N/A	N/A
Agency agreements	N/A	N/A
Services for which we are entitled to recover a fee and details of those fees (eg burial fees)	N/A	N/A
<b>Additional Information</b>  Information not itemised in the lists above	N/A	N/A

## 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
<b>Disbursement cost</b>	Photocopying	Actual cost as calculated at time of print

	Photocopying	Actual cost as calculated at time of print
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Statutory Fee</b>		In accordance with the relevant legislation (quote the actual statute)
<b>Other</b>		

**Adopted by Council: 18.12.2025**

**Review date: December 2026**