



STAMFORD TOWN COUNCIL

Freedom of Information Publication Scheme for Stamford Town Council

General Information:

Authority: **Stamford Town Council**

Responsible Officer: **Mrs Patricia Stuart-Mogg – Town Clerk & RFO**

Maintaining Officer: **Mrs Patricia Stuart-Mogg – Town Clerk & RFO**

Council Members: **21 Members (including the Town Mayor)**

Website Address: www.stamfordtowncouncil.gov.uk

Class 1 – Who we are and what we do (Organisational information, structures, locations and contacts)	
Information to be published (This will be current information only)	How the information can be obtained
Who's on the Council and its Committees with Terms of Reference	Town Council Website
Contact details for Town Hall, Council members, Town Clerk and supporting Officers (named contacts where possible with telephone number and e-mail address if used)	Town Council Website
Staffing structure	Town Council Website

Class 2 – What we spend and how we spend it (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)	
Information to be published	How the information can be obtained
Current and previous financial year	Town Council Website
Annual Return form and report by auditor	Hard copy from Town Hall or Website
Finalised budget	Town Council Website (minutes of relevant Town Council meeting)
Precept	Town Council Website (minutes of relevant Town Council meeting)
Financial Standing Orders and Regulations	Town Council Website
Grants given and received	Hard copy from Town Hall or Website
List of current contracts	Hard copy from Town Hall
Members' allowances and expenses	Town Council Website (minutes of relevant Town Council meeting)

Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)	
Information to be published	How the information can be obtained
Annual Report to Town Meeting (current and previous year)	Town Council Website

Class 4 – How we make decisions (Decision making processes and records of decisions)	
Information to be published	How the information can be obtained
Timetable of meetings (Council, committee/sub-committee meetings and town meetings)	Town Hall or Town Council Website
Agendas of meetings (as above)	Posted on Town Council Website, Notice Boards at: Recreation Ground, High Street, Town Hall. Or Hard copy collected from Town Hall
Minutes of meetings (as above) (N.B. This will exclude information that is properly regarded as private to the meeting)	Town Council Website
Reports presented to Council meetings (N.B. This will exclude information that is properly regarded as private to the meeting)	Hard copy from Town Hall
Responses to consultation papers	Hard copy from Town Hall or Website
Responses to planning applications	Town Council Website (minutes of relevant Planning Committee meeting)

Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only	
Information to be published	How the information can be obtained
Policies and procedures for the conduct of council business:	Town Council Website
Procedural standing orders	Town Council Website
Committee and sub-committee terms of reference	Town Council Website
Delegated authority in respect of officers	Town Council Website
Code of conduct	Town Council Website
Policy statements	Town Council Website

Class 6 – Lists and Registers Currently maintained lists and registers only	
Information to be published	How the information can be obtained
Assets Register	Available for viewing
Register of members' interests	Town Council Website
Register of gifts and hospitality	Hard copy from Town Hall or Website

Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only	
Information to be published	How the information can be obtained
Allotments	Town Council Website
Burial grounds and closed churchyards	Town Council Website
Town Hall room hire facilities	Town Council Website
Parks, playing fields and recreational facilities	Town Council Website
Seating, litter bins, memorials and lighting	Hard copy from Town Hall
Markets (Arts & Craft; French and Christmas)	Town Council Website
Public conveniences at the Recreation Ground	Town Council Website
Agency agreements (N.B. This will exclude information considered commercially confidential)	Hard copy from Town Hall

A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Hard copy from Town Hall and Town Council Website
---	---

Exempt Material:

- Personal information relating to Councillors (other than required to be declared in Register of Interests)
- Personal information relating to employees
- Tenders and bids from contractors and suppliers

(Note: Data Protection Legislation prohibits the publication of certain categories of Information.)

Charging Policy:

- Information can be inspected, by appointment, at the Town Hall free of charge.
- Information that can be photocopied without breaching copyright laws can be copied on the Council's photocopier at the cost of 20p per single sided A4 sheet.
- A detailed search of records (for example the Council Minutes or archive material) is subject to a charge of £26 per search plus the relevant photocopying charges.
- Any photocopies sent by post will be subject to the actual cost of postage and packaging.

The Town Council is registered with the Information Commissioner's Office.

Registration number: Z3088382 - Update annually Current Date: 04/03/2017

Review of Policy:

This Policy is reviewed annually by the Scrutiny & Audit Committee and approved by the Town Council on 28 February 2017.

Note 1: Any information which is available on the Town Council's website is also available from the Town Hall subject to the charges set out above for printed copies.

Note 2: Under Data Protection Legislation, the Council is required to review regularly the information that it keeps and to destroy that which does not form part of its official records.

Residents wishing to inspect information are therefore requested to telephone the Town Hall to ensure that the information they require is still available.