

STOKE ST MICHAEL PARISH COUNCIL

PUBLICATION SCHEME

Approved – 11th September 2025

Model Publication Scheme

Freedom of Information Act

This model publication scheme has been prepared and approved by the Information Commissioner. It may be adopted without modification by any public authority without further approval and will be valid until further notice.

This publication scheme commits an authority to make information available to the public as part of its normal business activities. The information covered is included in the classes of information mentioned below, where this information is held by the authority. Additional assistance is provided to the definition of these classes in sector specific guidance manuals issued by the Information Commissioner.

The scheme commits an authority:

- To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the authority and falls within the classifications below.
- To specify the information which is held by the authority and falls within the classifications below.
- To proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within this scheme.
- To produce and publish the methods by which the specific information is made routinely available so that it can be easily identified and accessed by members of the public.
- To review and update on a regular basis the information the authority makes available under this scheme.
- To produce a schedule of any fees charged for access to information which is made proactively available.
- To make this publication scheme available to the public.

Classes of Information

Who we are and what we do?

Organisational information, location and contacts, constitutional and legal governance

What we spend and how we spend it?

Financial information relating to projected and actual income and expenditure, tendering, procurement, and contracts.

What our priorities are and how we are doing

Strategy and performance information, plans, assessments, inspections, and reviews.

How we make decisions

Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations.

Our policies and procedures.

Current written protocols for delivering our functions and responsibilities.

List and registers.

Information held in registers required by law and other lists and registers relating to the functions of the authority.

The services we offer.

Advice and guidance, booklets and leaflets, transactions, and media requests. A description of the services offered.

The classes of information will not generally include:

- Information the disclosure of which is prevented by law, or exempt under the Freedom of Information Act, or is otherwise properly considered to be protected from disclosure.
- Information on draft form.
- Information that is no longer readily available as it is contained in files that have been placed in archive storage or is difficult to access for similar reasons.

The method by which information published under this scheme will be made available.

The authority will indicate clearly to the public what information is covered by this scheme and how it can be obtained.

Where it is within the capability of a public authority, information will be provided on a website. Where it is impracticable to make information available on a website or when an individual does not wish to access the information by the website, a public authority will indicate how information can be obtained by other means and provide it by those means.

In exceptional circumstances some information may be available only by viewing in person. Where this manner is specified, contact details will be provided. An appointment to view the information will be arranged within a reasonable timescale.

Information will be provided in the language in which it is held or in such other language that is legally required. Where an authority is legally required to translate any information, it will do so.

Obligations under disability and discrimination legislation and any other legislation to provide information in other forms and formats will be adhered to when providing information in accordance with this scheme.

Charges which may be made for information published under this scheme.

The purpose of this scheme is to make the maximum amount of information readily available at minimum inconvenience and cost to the public. Charges made by the authority published material will be justified and transparent and kept to a minimum.

Material which is published and accessed on a website will be provided free of charge.

Charges may be made for information. Charges may be made for actual disbursements incurred such as:

- Photocopying
- Postage and packaging
- The costs directly incurred as a result of viewing information.

If a charge is to be made, confirmation of the payment due will be given before the information is provided. Payment may be requested prior to provision of the information.

Photocopying – 50p per A4 sheet (Black and white)

Postage – Actual cost of Royal Mail standard 2nd class

Written Requests

Information held by a public authority that is not published under this scheme can be requested in writing, when its provision will be considered in accordance with the provisions of the Freedom of Information Act.

Information available from Stoke St Michael Parish Council under the model publication scheme

This scheme commits the Council to make information available to the public as part of its normal business activities. The information is included in the classes of information outlined below.

Where possible information will be provided on the Council's website but where it is impractical, hard copies of some information can be made available. The policy below states how information can be obtained.

In exceptional circumstances some information may be available only by viewing in person. An appointment to view the information can be arranged within a reasonable timescale.

Information held by the Parish Council that is not published under this Scheme can be requested in writing, when its provision will be considered in accordance with the Freedom of Information Act.

Information in this definition document will be made available unless

- The information is no longer held.
- The information is exempt under one of the FOIA exemptions or its release 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.

Information published	How the information can be obtained
Class 1 – Who we are and what we do?	
Organisational information, structures, locations, and contracts. Current information only.	
Who's who on the Council and its Committees	Website or hard copy
Contact Details for Parish Clerk and Council Members Named contacts with email addresses.	Website or hard copy
Location of main Council office and accessibility details	Website or Hard Copy
Staffing Structure	Website or Hard Copy
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. Current and previous year as a minimum	
Annual return form and report by auditor	Website or hard copy
Finalised budget	Website or hard copy
Precept	Website or Hard Copy
Financial Standing Orders and Regulations	Website or Hard Copy
Grants given and received, included with appropriate minutes	Website or Hard Copy
List of current contracts awarded and value of contract	Website or Hard Copy
Members' allowances and expenses	Hard Copy
Class 3 – What our priorities are and how we are doing?	
Strategies and plans, performance indicators, inspections and reviews	
Parish Plan	N/A
Village Design Statement	Website or Hard Copy
Neighbourhood Development Plan	N/A
Annual Report to Parish or Community Meeting	Website or hard copy
Class 4 – How we make decisions?	
Decision making processes and records of decisions. Current and previous year as a minimum	
Timetable of meetings (Council and any committee / sub-committee and Parish Meetings)	Website or hard copy
Agendas of Meetings	Website, hard copy and Notice Board
Minutes of Meetings	Website or hard copy
Reports presented to council meetings	Website or hard Copy
Responses to consultation paper	Hard Copy
Responses to Planning Applications	Somerset Council Website and Hard Copy

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: Including Standing Orders detailing delegated authority, Financial Regulations, Code of Conduct and other Policy statements	Website or hard copy
Policies and procedures for the provision of services and about the employment of staff: Including Equality and Diversity Policy, Health and Safety Policy, Recruitment Policies, Policies and procedures for handling requests for information, Complaints procedures (including those requests for information and operating the publication scheme).	Website or hard copy
Records management policies (records retention, destruction and archive)	Website or hard copy
Data Protection Policies	Website or hard copy
Schedule of charges for requests for information	Contained in this policy
Class 6 – List and Registers Currently maintained lists and registers only	
Any publicly available register or list, if any are held should be publicised	Website or hard copy
Assets Register	Website or Hard Copy
Disclosure log (indicating the information that has been provided in response to requests, recommended as good practice)	Website or Hard Copy
Register of Members Interests	Website or Hard Copy
Register of gifts and hospitality	Website or Hard Copy
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	
Cemetery	Website or Hard Copy
Seating, Litter Bins, Memorials and Lighting	Hard Copy
Bus Shelters	Hard Copy
Parks, playing fields and recreational facilities	Hard Copy
A summary of services for which the council is entitled to recover a fee, together with those fees	Hard Copy

Additional Information	
This will provide Councils with the opportunity to publish information that is not itemised in the lists above	
Declarations of acceptance of office	Hard Copy
Newsletter	Website or Hard Copy

Contact Details

Parish Clerk: Parish Clerk
 Stoke St Michael Parish Council
 Uphill Cottage
 Church Street
 Croscombe
 Somerset
 BA5 3QS