



STOTFOLD TOWN COUNCIL
PUBLICATION SCHEME 2025

| Information to be published | How the information can be obtained | Cost |
|--|-------------------------------------|---------------------|
| Class1 - Who we are and what we do (Organisational information, structures, locations, and contacts) | | |
| Who's who on the Council and its Committees | Website Hard Copy | FOC See schedule |
| Contact details for Town Clerk and Council | Website Hard Copy | FOC See schedule |
| Location of main Council office and accessibility details | Website Hard Copy | FOC See schedule |
| Staffing structure | Website Hard Copy | FOC See schedule |
| 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) | | |
| Annual return form and report by auditor | Website Hard Copy | FOC See schedule |
| Finalised budget | Website Hard Copy | FOC See schedule |
| Precept | Website Hard Copy | FOC See schedule |
| Borrowing Approval letter | Website Hard Copy | FOC See schedule |

| Information to be published | How the information can be obtained | Cost |
|---|-------------------------------------|---------------------|
| Financial Standing Orders and Regulations | Website Hard Copy | FOC See schedule |
| Grants given and received | Website Hard Copy | FOC See schedule |
| List of current contracts awarded and value of contract | Website Hard Copy | FOC See schedule |
| Members' allowances and expenses | Website Hard Copy | FOC See schedule |
| Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections, and reviews) | | |
| Annual Report to Parish or Community Meeting (current and previous year as a minimum) | Website Hard Copy | FOC See schedule |
| Local charters drawn up in accordance with DCLG guidelines | Website Hard Copy | FOC See schedule |
| Class 4 – How we make decisions (Decision making processes and records of decisions) | | |
| Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings) | Website Hard Copy | FOC See schedule |
| Agendas of meetings (as above) | Website Hard Copy | FOC See schedule |
| Minutes of meetings (as above) – n.b. this will exclude information that is properly regarded as private to the meeting. | Website Hard Copy | FOC See schedule |
| Reports presented to council meetings – N.B. this will exclude information that is properly regarded as private to the meeting. | Website Hard Copy | FOC See schedule |
| Responses to consultation papers | Website Hard Copy | FOC See schedule |
| Responses to planning applications | Website Hard Copy | FOC See schedule |

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| Class 5 – Our Policies and Procedures (Current written Protocols, Policies and Procedures for delivering our services and responsibilities) | | |
| 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 Hard Copy | FOC See schedule |
| 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 Recruitment Policies (including current vacancies) Policies and Procedures for handling requests for information Complaints Procedures (including those covering requests for information and operating the Publication Scheme) | Website Hard Copy | FOC See schedule |
| Information Security Policy | Website Hard Copy | FOC See schedule |
| Records Management Policies (records retention, destruction, and archiving) | Website Hard Copy | FOC See schedule |
| Data Protection Policies | Website Hard Copy | FOC See schedule |
| Schedule of Charges (for the publication of information) | Website Hard Copy | FOC See schedule |
| Class 6 – Lists and Registers Currently maintained lists and registers only | | |
| Assets Register | Website Hard Copy | FOC See schedule |
| Disclosure Log (indicating the information that has been provided in response to requests) | Website Hard Copy | FOC See schedule |

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| Register of Members' Interests | Website Hard Copy | FOC See schedule |
| Register of Gifts and Hospitality | Website Hard Copy | FOC See schedule |
| Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) | | |
| Allotments | Website Hard Copy | FOC See schedule |
| Burial grounds and closed churchyards | Website Hard Copy | FOC See schedule |
| Community Centres and village halls | Website Hard Copy | FOC See schedule |
| Parks, playing fields and recreational facilities | Website Hard Copy | FOC See schedule |
| Seating, litter bins, memorials, and lighting | Website Hard Copy | FOC See schedule |
| Bus shelters | Website Hard Copy | FOC See schedule |
| Public conveniences | Website Hard Copy | FOC See schedule |
| Services for which the Council is entitled to recover a fee, together with those fees (e.g. burial fees) | Website Hard Copy | FOC See schedule |

Contact details:

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SCHEDULE OF CHARGES

Stotfold Town Council
Publication Scheme 2025

Date Adopted: March 2025
Date for Review: March 2027

Costs relating to Freedom of Information searches are governed by the Freedom of Information Act 2000 (“FOIA”), the Data Protection Act 1998 (“DPA”) and The Freedom of Information and Data Protection (Appropriate Limit and Fees) Regulation 2004 (“FOIDPAR”).

Estimates of Costs:

The FOIDPAR sets out that the Town Council can consider costs it can reasonably expect to incur carrying out activities related to replying with the request, which are:

- Determining whether it holds the information;
- Locating the information, or a document containing it;
- Retrieving the information, or a document containing it; and
- Extracting the information from a document containing it.

The Town Council will be required to produce a sensible, realistic estimate of costs supported by evidence and in accordance with the FOIDPAR. The estimate should be based on preliminary searches to determine whether the Town Council holds the information on a balance of probabilities, how accessible the information is and considering the circumstances of each case.

The Estimates of Cost should include a record of the method of retrieval and search and the scope of information the Town Council expects to utilise in extracting the information for the response.

It is not a statutory requirement to explain to the applicant how the Town Council has calculated the estimate, but the Information Commissioner’s Office recommends this as good practice because:

- It enables the applicant to assess how reasonable the estimate is. This may prevent them making a complaint to the ICO, which will avoid further time and cost.
- Providing a suitable breakdown will help you meet your obligations under Section 16 of the FOIDPAR to provide advice and assistance.

In the event the Estimate of Costs exceeds the Appropriate Limit of £450, Section 12 (1)(1) of the FOIA specifies that a public authority is not obligated to comply with a request for information, but it should notify the applicant on its position – i.e. whether it would exceed the appropriate limit to determine if the Town Council holds the information or whether the cost of gathering the information would exceed the limit (listed in Section 12(2)). In line with Section 16 FOIA requirements, if the Town Council refuses a request under Section 12, it will be required to provide the applicant with advice to help it make a new, refined request which doesn’t exceed the appropriate limit.

The FOIA Section (12)(4) establishes the rules for aggregating the costs of multiple requests made by one person, or a group of people acting together.

| TYPE OF CHARGE | DESCRIPTION | BASIS OF CHARGE |
|--------------------------|---|--|
| Disbursement cost | Photocopying charge @ 35p per sheet (black & white) | Actual cost: 0.5 pence per page. |
| | Photocopying charge @ 50p per sheet (colour) | Actual cost: 3.9 pence per page. |
| | External information retrieval costs | Where applicable, where reasonable, and should be done within the time limit of the response deadline. |
| | Staff/Contractor's Time | Limited by the Freedom of Information and Data Protection (Appropriate Limit and Fees) Regulation 2004 at £25 per hour only. Contractor time – this is dependent on the complexity of the request and will be advised to the requestor in advance |
| | Postage | Cost of Royal Mail standard 2 nd class varies dependent on weight. |
| Applicable Limit | £450 | In accordance with the Freedom of Information and Data Protection (Appropriate Limit and Fees) Regulation 2004, SI 2004 No 3244. |