



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

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
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:

Stotfold Town Council
Greenacre Centre
Valerian Way
Stotfold
SG5 4HG
Tel: 01462 730064
Emails: enquiries@stotfoldtowncouncil.gov.uk

SCHEDULE OF CHARGES

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 take into account 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 taking into account 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 frame 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.