



## STOTFOLD TOWN COUNCIL

### PUBLICATION SCHEME 2026

#### 1. Introduction

Stotfold Town Council has adopted the Information Commissioner's Office (ICO) Model Publication Scheme for Local Authorities. This scheme commits us to proactively publish information in accordance with the Freedom of Information Act 2000 (FOIA). Further information about the Model Publication Scheme is available from the ICO: <https://ico.org.uk/>

#### 2. Classes of Information

We publish information under the following seven classes, as defined by the ICO:

##### a) Who we are and what we do

e.g. council structure, contact details, location, councillor information

##### b) What we spend and how we spend it

e.g. annual accounts, audit reports, financial regulations, grants, contracts

##### c) What our priorities are and how we are doing

e.g. annual reports, action plans, performance indicators

##### d) How we make decisions

e.g. meeting agendas and minutes, consultation processes, decision making procedures.

##### e) Our policies and procedures

e.g. standing orders, policies, procedures, codes of conduct

##### f) Lists and registers

e.g. asset register, gifts and hospitality register, declarations of interest

##### g) The services we offer

e.g. community services, events, advice, facilities

#### 3. How to Access Information

- Most information is available on our website: [www.stotfoldtowncouncil.gov.uk](http://www.stotfoldtowncouncil.gov.uk)
- Hard copies can be requested from the council office (see contact details below).
- Information can be inspected at the council office by appointment.

#### **4. Charges**

- Information on the website is free of charge.
- Hard copies may incur a charge to cover printing, postage, and disbursements.  
See our Schedule of Charges below.
- We will inform you of any charges before fulfilling your request.

#### **5. Accessibility**

- Information can be provided in alternative formats or languages on request.
- We will make reasonable adjustments to assist those with disabilities.

This policy details the information available from Stotfold Town Council as recommended by the Information Commissioner's Office (ICO) in order to meet the requirements of the model publication scheme.

Information is available unless:

- We do not hold the information;
- The information is exempt under one of the FOIA exemptions or Environmental Information Regulations exceptions, 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 Town Council or on its behalf.
- The information is archived, out of date or otherwise inaccessible; or,
- It would be impractical or resource-intensive to prepare the material for routine release.

The policy is not meant to give an exhaustive list of everything that is covered by the publication scheme and Stotfold Town Council look to provide as much information as possible on a routine basis.

#### **Publishing datasets for re-use**

Stotfold Town Council are duty bound to publish any dataset held that has been requested, together with any updated versions, unless satisfied that it is not appropriate to do so. So far as reasonably practicable, Stotfold Town Council must publish it in an electronic form that is capable of re-use.

The Datasets Code of Practice recommends that public authorities make datasets available for re-use under the Open Government Licence. The term 'dataset' is defined in section 11(5) of FOIA. The terms 'relevant copyright work' and 'specified licence' are defined in section 19(8) of FOIA.

Information to be published	How the information can be obtained	Cost
<b>Class1 - Who we are and what we do</b> (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
<b>Class 2 – What we spend and how we spend it</b> (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
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

Information to be published	How the information can be obtained	Cost
<b>Class 3 – What our priorities are and how we are doing</b> (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 MHCLG guidelines	Website Hard Copy	FOC See schedule
<b>Class 4 – How we make decisions</b> (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

<b>Class 5 – Our Policies and Procedures</b> (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	Website Hard Copy	FOC See schedule

Delegated authority in respect of Officers Code of Conduct Policy Statements		
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
<b>Class 6 – Lists and Registers</b>		
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	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](mailto: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 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 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
<b>Disbursement cost</b>	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 <sup>nd</sup> class varies dependent on weight.
<b>Applicable Limit</b>	£450	In accordance with the Freedom of Information and Data Protection (Appropriate Limit and Fees) Regulation 2004, SI 2004 No 3244.