



Stratfield Mortimer Parish Council Freedom of Information Publication Scheme

Adopted 14th November 2019

Information available from Stratfield Mortimer Parish Council under the publication scheme

The information available is provided by Stratfield Mortimer Parish Council in order to meet its commitments under the publication scheme.

Information may not be available for the following reasons:

- Stratfield Mortimer Parish Council does 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 public authority or on its behalf. Stratfield Mortimer Parish Council will provide a direct link to that information;
- the information is archived, out of date or otherwise inaccessible; or,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.

Publishing datasets for re-use

Stratfield Mortimer Parish Council must publish under its publication scheme any dataset it holds that has been requested, together with any updated versions, unless it is satisfied that it is not appropriate to do so. So far as is reasonably practicable, it must publish it in an electronic form that is capable of re-use.

If the dataset or any part of it is a relevant copyright work and Stratfield Mortimer Parish Council is the only owner, Stratfield Mortimer Parish Council must make it available for re-use under the terms of a specified licence. Datasets in which the Crown owns the copyright or the database rights are not relevant copyright works.

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. The ICO has published guidance the dataset provisions in FOIA. This explains what is meant by "not appropriate" and "capable of re-use". The guidance can be found at the following link <https://ico.org.uk/media/for-organisations/documents/1151/datasets-foi-guidance.pdf>

Information to be published	How the information can be obtained	Cost
Class1 - Who we are and what we do This will be current information only.		
Who's who on the Council and its Committees	Hard copy Website	10p a sheet Free
Contact details for Parish Clerk and Council members	Hard copy Website See "Contact Details" below	10p a sheet Free

Location of main Council office and accessibility details	Parish Council Office 27 Victoria Road (behind Library) Mortimer READING RG7 3SH 0118 9331955	
Staffing structure	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 financial year as a minimum		
Annual return form and report by auditor	Hard Copy Website	£2 Free
Finalised budget	Hard Copy	10p a sheet
Precept	Hard Copy Website (Minutes)	10p a sheet Free
Financial Standing Orders and Regulations	Hard copy Website	10p a sheet Free
Grants given and received	Hard Copy Website (Minutes)	10p a sheet Free
List of current contracts awarded and value of contract	Hard copy	10p a sheet
Class 3 – What our priorities are and how we are doing Strategies and plans, performance indicators, audits, inspections and reviews		

Current and previous year as a minimum		
Parish Plan (current and previous year as a minimum)	Inspection Website	Free Free
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Hard copy Website	10p a sheet Free
Class 4 – How we make decisions Decision making processes and records of decisions Current and previous council year as a minimum		
Timetable of meetings - Council and any committee/sub-committee meetings and parish meetings	Hard copy Noticeboards Website	10p a sheet Free Free
Agendas of meetings (as above)	Hard copy Noticeboards Website	10p a sheet Free Free
Minutes of meetings (as above) – n.b. this will exclude information that is properly regarded as private to the meeting.	Hard copy Website	10p a sheet Free
Reports presented to council meetings – n.b. this will exclude information that is properly regarded as private to the meeting.	Hard copy	10p a sheet
Responses to consultation papers	Hard copy	Free
Responses to planning applications	Hard copy Website (Minutes)	10p a sheet Free
Bye-laws	Hard copy	10p a sheet

<p>Class 5 – Our policies and procedures Current written protocols, policies and procedures for delivering our services and responsibilities</p> <p>Current information only</p>		
<p>Policies and procedures for the conduct of council business:</p> <p>Procedural standing orders</p> <p>Committee and sub-committee terms of reference</p> <p>Delegated authority in respect of officers</p> <p>Code of Conduct</p> <p>Policy statements</p>	<p>Hard copy Website</p> <p>Hard copy Website</p> <p>Hard copy Website</p> <p>Hard copy Website</p> <p>Hard copy Website</p>	<p>10p a sheet Free</p> <p>10p a sheet Free</p> <p>10p a sheet Free</p> <p>10p a sheet Free</p> <p>10p a sheet Free</p>
<p>Policies and procedures for the provision of services and about the employment of staff:</p> <p>Internal instructions to staff and policies relating to the delivery of services</p> <p>Equality and diversity policy</p> <p>Policies and procedures for handling requests for information</p> <p>Complaints procedures (including those covering requests for information and operating the publication scheme)</p>	<p>Hard copy Hard copy Website Hard copy Website</p>	<p>10p a sheet 10p a sheet Free 10p a sheet Free</p>
<p>Records management policies (records retention, destruction and archive)</p>	<p>Hard copy Website</p>	<p>10p a sheet Free</p>

Data protection policies	Hard copy Website	10p a sheet Free
Schedule of charges (for the publication of information)	See "Schedule of Charges" below	
Class 6 – Lists and Registers		
Currently maintained lists and registers only		
Any publicly available register or list		
Assets register	Inspection	
Register of members' interests	Hard copy Website	10p a sheet Free
Register of gifts and hospitality	Hard copy	10p a sheet
Class 7 – The services we offer		
Information about the services offered including leaflets, guidance and newsletters produced for the public and businesses		
Current information only		
Burial grounds and closed churchyards	Inspection	Free
Recreational facilities and tennis courts	Hard copy Website	10p a sheet Free
Services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Hard copy Website	10p a sheet Free

Additional Information		
Neighbourhood Development Plan	Hard copy Website	10p a sheet Free
Village Design Statement	Hard copy Website	10p a sheet Free
Documents archived with Berkshire Records Office – historical information regarding Stratfield Mortimer Parish Council is available for public viewing at Berkshire Record Office	Berkshire Record Office, 9 Coley avenue, READING RG1 6AF 0118 9015132 arch@reading.gov.uk	Check with Berkshire Record Office

Contact details:

Email: the.clerk@stratfield-mortimer.gov.uk

Telephone: 0118 9331955

Contact Address: Parish Council Office, 27 Victoria Road, Mortimer, READNG RG7 3SH

Under the Freedom of Information Act 2000, the Parish Council has 20 working days from receipt of a request (in writing) to provide the information requested or to supply a refusal. Please be aware that the office is not staffed every day so correspondence may not be acknowledged immediately. Stratfield Mortimer Parish Council Office is open Mondays, Tuesdays and Thursdays 9.30am – 5.00pm.

Please see the Council's "Access to Information Policy" for further information.

SCHEDULE OF CHARGES

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 10p per sheet (black & white)	Actual cost *
	Photocopying @ £1 per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee	N/A	In accordance with the relevant legislation

* the actual cost incurred by the public authority