

FREEDOM OF INFORMATION ACT 2000

TOSTOCK PARISH COUNCIL PUBLICATION SCHEME

As well as responding to requests for information, the Parish Council is committed to publishing information proactively. The Freedom of Information Act 2000 requires every public authority to have a publication scheme, approved by the Information Commissioner's Office (ICO), and to publish information covered by the scheme which sets out the Council's commitment to make certain classes of information routinely available, e.g. policies and procedures, minutes of meetings, annual reports and financial information.

Below is the Tostock Parish Council scheme which follows the model version provided and approved by the ICO.

Should you require information which does not appear to be covered by the scheme and is not listed below then please do not hesitate to request it from the Parish Clerk whose contact details can also be found below.

Information to be Published	How the Information can be Obtained	Cost
<p>Class 1 - Who We Are and What We Do (Organisational information, structures, locations and contacts)</p> <p>Current information only.</p> <p>A lot of Council information is readily available on the Tostock village website: https://tostockpc.org.uk/parish-council/.</p> <p>Otherwise, please contact the Parish Clerk, Tostock Parish Council, Second Thoughts, Church Road, Elmswell, Bury St Edmunds IP30 9DY. (01359 241009; 07843850018; clerk@tostockpc.org.uk).</p>	<p>Website; hard copy from the Parish Clerk.</p>	<p>Free.</p>
<p>Who's who on the Council and its Committees.</p>	<p>Website; hard copy from the Parish Clerk.</p>	<p>Free.</p>
<p>Contact details for Parish Clerk and Council members. (named contacts with telephone numbers and e-mail addresses).</p>	<p>Website; Parish Council noticeboard (Village Green); hard copy from the Parish Clerk.</p>	<p>Free.</p>
<p>Location of main Council office and accessibility details.</p>	<p>The Parish Clerk works from home - there is no Council office as such.</p>	<p style="background-color: #cccccc;"></p>

Staffing structure.	The only employee is the Parish Clerk. Hard copy details from the Parish Clerk.	Free.
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.	Website; hard copy from the Parish Clerk.	Free.
Finalised budget.	Website; hard copy from the Parish Clerk.	10p per side of A4 paper for hard copy.
Precept. <i>NB: Also published in Council minutes.</i>	Website; hard copy from the Parish Clerk.	10p per side of A4 paper for hard copy.
Expenditure over £100.	Hard copy from the Parish Clerk.	10p per side of A4 paper for hard copy.
Borrowing Approval letter.	Hard copy from the Parish Clerk.	10p per side of A4 paper for hard copy.
Financial Standing Orders and Regulations.	Website; hard copy from the Parish Clerk.	10p per side of A4 paper for hard copy.
Grants given and received. <i>NB: Also published in Council minutes.</i>	Hard copy from the Parish Clerk.	10p per side of A4 paper for hard copy.
List of current contracts awarded and value of contract.	Hard copy from the Parish Clerk.	10p per side of A4 paper for hard copy.

Members' allowances and expenses.	Hard copy from the Parish Clerk.	10p per side of A4 paper for hard copy.
Payments and receipts. <i>NB: Also published in Council minutes.</i>	Website; hard copy from the Parish Clerk.	10p per side of A4 paper for hard copy.
Class 3 - What Our Priorities Are and How We Are Doing (Strategies and plans, performance indicators, audits, inspections and reviews)	Website; hard copy from the Parish Clerk.	10p per side of A4 paper for hard copy.
Current and previous year as a minimum.		
Parish Plan (current and previous year as a minimum).	Not applicable.	
Annual Report to Parish Meeting (current and previous year as a minimum).	Website; and hard copy from the Parish Clerk.	10p per side of A4 paper for hard copy.
Quality status.	Not applicable.	
Local charters drawn up in accordance with Department for Levelling Up, Housing & Communities (DLUHC) guidelines.	Not applicable.	
Class 4 - How We Make Decisions (Decision making processes and records of decisions)	Website; hard copy from the Parish Clerk.	10p per side of A4 paper for hard copy.
Current and previous Council year as a minimum.		
Timetable of meetings (Council and Annual Parish Meetings).	Website; Parish Council noticeboard (Village Green); and hard copy from the Parish Clerk.	Free.
Agendas of meetings (as above).	Website; Parish Council noticeboard (Village Green); and hard copy from the Parish Clerk.	Free.
Minutes of meetings (as above). <i>NB: excluding any information which may be properly regarded as exempt from disclosure.</i>	Website; hard copy from the Parish Clerk.	10p per side of A4 paper for hard copy.

Reports presented to Council meetings. NB: excluding any information which may be properly regarded as confidential to the meeting.	Website; and hard copy from the Parish Clerk.	10p per side of A4 paper for hard copy.
Responses to consultation papers. <i>NB: Also published in Council minutes.</i>	Hard copy from the Parish Clerk.	10p per side of A4 paper for hard copy.
Responses to planning applications. <i>NB: Also published in Council minutes.</i>	Website (within Council minutes); and hard copy from the Parish Clerk.	10p per side of A4 paper for hard copy.
Byelaws.	Not applicable.	
Class 5 - Our Policies and Procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only.	Website; hard copy from the Parish Clerk.	10p per side of A4 paper for hard copy.
Policies and procedures for the conduct of Council business: <ul style="list-style-type: none"> ◆ Procedural standing orders. ◆ Committee and sub-committee terms of reference. ◆ Delegated authority in respect of officers. ◆ Code of Conduct. ◆ Policy statements. ◆ Procedures. ◆ Protocols. 	Website; hard copy from the Parish Clerk.	10p per side of A4 paper for hard copy.
Policies and procedures for the provision of services and about the employment of staff: <ul style="list-style-type: none"> ◆ 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 from the Parish Clerk.	10p per side of A4 paper for hard copy.

Information security policy.	Website; hard copy from the Parish Clerk.	10p per side of A4 paper for hard copy.
Records management policies (records retention, destruction and archive).	Website; hard copy from the Parish Clerk.	10p per side of A4 paper for hard copy.
Data protection policies.	Website; and hard copy from the Parish Clerk.	10p per side of A4 paper for hard copy.
Schedule of charges (for the publication of information).	Website; hard copy from the Parish Clerk.	Free.
Class 6 - Lists and Registers	Website; hard copy from the Parish Clerk.	Free.
Currently maintained lists and registers only.		
Any publicly available register or list.	Website; hard copy from the Parish Clerk.	10p per side of A4 paper for hard copy.
Assets register.	Website; hard copy from the Parish Clerk.	10p per side of A4 paper for hard copy.
Disclosure log (indicating the information that has been provided in response to requests).	Website; hard copy from the Parish Clerk.	Free.
Register of members' interests.	Held by Mid Suffolk District Council and available on its website: Tostock Register of Interests	Free.
Register of gifts and hospitality.	Hard copy from the Parish Clerk.	Free.
Class 7 - The Services We Offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)	Website; hard copy from the Parish Clerk.	10p per side of A4 paper for hard copy.
Current information only.		

Allotments.	Not applicable.	
Burial grounds.	Not applicable.	
Community centres and village halls.	Not applicable.	
Parks, playing fields and recreational facilities.	Not applicable.	
Seating, litter bins, clocks, memorials and lighting.	Information available from the Parish Clerk.	Free.
Bus shelters.	Information available from the Parish Clerk.	Free.
Markets.	Not applicable.	
Public conveniences.	Not applicable.	
Agency agreements.	Not applicable.	
Services for which the Council is entitled to recover a fee, together with those fees (e.g. burial fees).	Not applicable.	
Additional Information		
Formal requests for information under the Freedom of Information Act 2000.	Information available from the Parish Clerk on application	Free but charges made for any disbursements (as specified below).
Formal requests for information under the Environmental Information Regulations 2004.	Information available from the Parish Clerk on application	Free but charges made for any disbursements (as specified below).
Formal requests for personal information under the Data Protection Act 2018 and UK General Data Protection Regulation (UK GDPR).	Information available from the Parish Clerk on application	Free.

Contact Details:

Doug Reed, Parish Clerk
Tostock Parish Council
Second Thoughts, Church Road, Elmswell, Bury St Edmunds IP30 9DY
Tel.: 01359 241009; 07843850018
E-Mail: clerk@tostockpc.org.uk
Website: <https://tostockpc.org.uk/parish-council/>

Parish Council Noticeboards: Village Green.

SCHEDULE OF CHARGES

This describes how the charges have been arrived at and is published as part of the guide.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement Cost	Photocopying @ 10p per side of A4 paper for hard copy - black & white.	Actual cost including paper, ink and staff time.
	Photocopying @ 15p per side of A4 paper for hard copy - colour.	Actual cost including paper, ink and staff time.
	Postage - current cost of Royal Mail second-class stamp.	Actual cost of Royal Mail standard second-class postage.
Statutory Fee	Recovery of any costs associated with prevailing legislation.	In accordance with the relevant legislation.
Other	Recovery of any reasonable costs incurred.	Recovery of any reasonable costs incurred.

Publication Scheme adopted by Tostock Parish Council 2024-03-12