

STOKENCHURCH PARISH COUNCIL

FREEDOM OF INFORMATION ACT 2000.

The Parish Council has adopted the 'New Model Publication Scheme' as required by the Information Commissioner. With effect from 1st January 2009, the Parish Council will continue to make available to Parishioners and Members of the Public, information on the following classes of information, as defined by the Information Commissioner:-

- Class 1 "Who we are and what we do" (Organisational information, structures, locations and contacts);
- 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);
- Class 3 "What our priorities are, and how we are doing" (Strategies and plans, performance indicators, audits, inspections and reviews);
- Class 4 "How we make decisions" (Decision making processes and records of decisions);
- Class 5 "Our policies and procedures" (Current written protocols, policies and procedures for delivering our services and responsibilities);
- Class 6 Lists and registers (Currently maintained lists and registers only);
- Class 7 The services we offer (Information about the services we offer).

Parishioners and Members of the Public are welcome to inspect documents relating to the above at the Parish Office during office opening hours, or to ask the Parish Clerk to provide the required information. Copies of documents can be provided at the cost of 10p per copy; postal charges, where applicable, will be levied at the appropriate 2nd class postage rate. In the event that the enquiry requires lengthy research in the Parish records, a fee of £2-50 per every 15 minutes will be levied and this charge will be reviewed annually by the Parish Council.

Please note that the classes of information will not generally include:

- Information, the disclosure of which is prevented by law, or exempt under the
- Freedom of Information Act;
- Information in draft form;
- Information that is no longer readily available as it is contained in files which have been archived, or is difficult to access for similar reasons.

Parishioners or Members of the Public requiring information should contact the Parish Clerk at the Parish Office, Longburrow Hall, Park Lane, Stokenchurch, Bucks HP14 3TQ Tel: 01494 482403, e-mail: clerk@stokenchurch.org.uk.

The Parish Office is open weekdays from 10.00am to 12 noon. The Parish Clerk can be contacted on Tuesdays, Wednesdays and Thursdays from 10.00am to 3.00pm. Very occasionally, these times might change at short notice if the office has to be left unmanned.