HOPTON AND COTON PARISH COUNCIL

FREEDOM OF INFORMATION ACT 2000

PUBLICATION SCHEME May 2018

1. **GENERAL INFORMATION**

Authority	Hopton and Coton Parish Council
	Flat 4, High Chase House
	High Chase Rise
	Little Haywood
	Stafford
	ST18 0TZ
	T: 07943 1507 13
	E: hoptonclerk@gmail.com
	WS: www.hoptonandcotonparishcouncil.org.uk
Responsible Officer	Clerk/Responsible Officer to the Council
	Flat 4, High Chase House
	High Chase Rise
	Little Haywood
	Stafford
	ST18 0TZ
Borough Council	Stafford Borough Council
	Civic Centre
	Riverside
	Stafford
	ST 16 3AQ

2. INFORMATION TO BE PUBLISHED	3. METHODS OF PUBLICATION
Council Structure	**Contact Names and Addresses**
The council consists of 7 Councillors	Parish Council Notice Boards
	Parish Council website
Staffing Structure:	**Contact Name of the Parish Council**
Parish Clerk	Sylvia Gibson
Council Practice, Procedures and Policies	
Council meeting dates and agendas	Parish Council Notice Boards
	Parish Council Website
Council Minutes	Copies of Agendas and Minutes available from the Clerk
	Parish Council Notice Boards
	Parish Council Website
Acceptances of Office	
Code of Conduct	These can be inspected by contacting the
Standing Orders	Parish Clerk
Written Policies	
Correspondence	The council follows the targets for responding to correspondence from the community and outside stakeholders, as set out in the Freedom of Information Act 2000.

Financial Annual Precept Figure Budgets External Audit Conclusion Annual Accounts and Supporting Information Chairman's Allowance Risk Assessment Document Annual Return form Expenditure against Budget Payments to Contractors and Suppliers Financial Regulations and Risk Assessments Internal Auditor's Reports	Parish Notice Boards These can be inspected by contacting the Parish Clerk
Planning Summary list of Planning Applications Detailed individual Planning Applications and Responses Responses to Consultation Papers	Available to view by contacting the Parish Clerk
Strategic Planning Annual Report to Parish Assembly The Adopted and Draft Local Plan	Reports available at the Annual Meeting of the Parish and on request to the parish Clerk Parish Council Website
Health and Safety Health and Safety Policy Statement Health and Safety Risk Assessment Annual independent playground inspection Weekly playground inspection sheets	Available to view on request to the Parish Clerk
Lists and Registers Attendance Record Register of interests Chairman's Allowance Asset Register	Attendance records can be viewed on request to the Parish Clerk. Stafford Borough Council. Available to view on request to the Parish Clerk. Parish Council Website Parish Council Website Available to view on request to the Parish Clerk
Archive Material Minute Book	Available to view on request to the Clerk
Employment SLCC/NALC Standard Terms and Conditions Job Descriptions	Available to view on request to the Clerk

Exempt Material

Personal information relating to Councillors(other than information required to be declared in the Register of Interests)

Personal Information relating to Employees

Tender bids from contractors and suppliers

Charging Policy

Information can be inspected by appointment with the Clerk, free of charge. Information that can be photocopied, without breaching copyright laws, can be provided at a cost of 20p per A4 sheet

Freedom of Information Requests
- Need to be in writing
- Need to have the name and address of the requester (this can be an email address)
- Need to state exactly what information is required
- Such requests can be refused if they are considered to be vexatious e.g. too expensive to deal with i.e. representing more than 18 hours work but the council must supply a Refusal Notice giving reasons

Review of Policy

This policy will be reviewed every 2 years