



Stamfordham Parish Council – FOI Model Publication Scheme - May 2026

Version: May 2026 **Adopted:** May 2026 **Review Date:** May 2027

This publication scheme sets out the information routinely made available by Stamfordham Parish Council under the Freedom of Information Act 2000 and the Environmental Information Regulations 2004. Information is available electronically wherever possible through the Council's website.

Class 1 – Who We Are and What We Do

Information	How Available
Council contact details	Available via website, email or hard copy
List of councillors and responsibilities	Published on website
Committee information	Published on website
Council office details	The Council does not maintain a dedicated office

Class 2 – What We Spend and How We Spend It

Information	How Available
Annual accounts and AGAR	Published on website
Budgets and precept information	Published on website
Expenditure over £100	Published on website
Financial Regulations and Standing Orders	Published on website
Grants awarded and received	Published on website

Class 3 – Our Priorities and Performance

Information	How Available
Annual Governance Statement	Published on website
Annual reports	Published on website
Parish plans and strategic priorities	Available where applicable

Class 4 – How We Make Decisions

Information	How Available
Meeting agendas	Published on website
Minutes of meetings	Published on website
Timetable of meetings	Published on website
Planning consultation responses	Published on website

Class 5 – Policies and Procedures

Information	How Available
Standing Orders	Published on website
Code of Conduct	Published on website
IT Policy	Published on website
Privacy Notice	Published on website
Document Retention Policy	Published on website
Information Security / Cyber Security Policies	Published on website
FOI and Complaints Procedures	Published on website

Class 6 – Lists and Registers

Information	How Available
Asset Register	Published on website
Register of Members' Interests	Available via Northumberland County Council website
FOI/EIR Disclosure Log	Available on request

Class 7 – Services We Offer

Information	How Available
Parks and recreational facilities	Published on website
Bus shelters and public seating	Published on website
Memorials and lighting	Published on website
Neighbourhood Development Plan	Published on website

Freedom of Information Requests

Requests for information under the Freedom of Information Act 2000 or the Environmental Information Regulations 2004 should be submitted to the Parish Clerk via email or post. The Council will normally respond within 20 working days.

Accessibility

The Council aims to make information accessible to all. Documents can be provided in alternative formats on request where reasonably practicable. The Council also maintains a website accessibility statement in line with public sector accessibility regulations.

Schedule of Charges

Charge Type	Basis
Photocopying (B&W)	10p per sheet
Photocopying (Colour)	25p per sheet
Postage	Actual Royal Mail cost
Electronic copies	Free where possible
Other charges	Reasonable disbursement costs only



Contact Details

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