



## Guide to Information available from Bletchley and Fenny Stratford Town Council under its publication scheme 2018-19

This document is a guide to the information Bletchley and Fenny Stratford Town Council (BFSTC) publishes in order to meet its commitments to proactively publish information. This guide is not an exhaustive list of all information held by the Council. Other information may be available and requests should be submitted to the Town Clerk (details at the end of the guide).

BFSTC will make available information described in this "definition document" or information which is not included in this document unless:

- it 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. The authority must 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- the information is archived, out of date or otherwise inaccessible; or,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**

Public authorities must publish under their publication scheme any dataset they hold that has been requested, together with any updated versions, unless they are satisfied that it is not appropriate to do so. So far as reasonably practicable, they 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 the public authority is the only owner, the public authority 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](#) on the dataset provisions in FOIA. This explains what is meant by "not appropriate" and "capable of re-use".

BFSTC is working toward publication of datasets.

## **Information to be published**

### **How the information can be obtained**

### **Cost**

### **Class1 - Who we are and what we do**

(Organisational information, structures, locations and contacts)

Who's who on the Council and its Committees

Website

Free

Contact details for Clerk and Council members (named contacts where possible with council telephone number and email address)

Website

Free

Location of main Council office and accessibility details	Website	Free
Staffing structure	Website	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	Free
Finalised budget	Website	Free
Precept	Website	Free
Borrowing Approval letter	N/A	
Financial Standing Orders and Regulations	Website	Free
Grants given and received	Website	Free
List of current contracts awarded and value of contract	Website	Free
Members' expenses	Website	Free
Expenditure over £500	Website	Free

## **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

Lakes Neighbourhood Plan	Website	Free
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Annual Report	Website	Free
Statement of Purpose Aims and Objectives 2017	Website	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)	Website	Free
Agendas of meetings (as above)	Website	Free
Minutes of meetings (as above) – n.b. this will exclude information that is properly regarded as private to the meeting.	Website	Free
Reports presented to council meetings – n.b. this will exclude information that is properly regarded as private to the meeting.	Website	Free
Responses to consultation papers	Website	Free
Responses to planning applications	MK Council Website	Free
Bye-laws	N/A	

**Class 5 – Our policies and procedures**  
 (Current written protocols, policies and procedures for delivering our services and responsibilities)

Current information only

### **Policies and procedures for the conduct of council business:**

Procedural standing orders	Website	Free
Committee and sub-committee terms of reference	Website	Free
Delegated authority in respect of officers	Website	Free
Code of Conduct	Website	Free
Policy statements	Website	Free

### **Policies and procedures for the provision of services and about the employment of staff:**

Internal instructions to staff and policies relating to the delivery of services	Hard copy	10p per page
Equality policy	Website	Free
Health and safety policy	Website	Free
Recruitment policies (including current vacancies)	Hard copy	10p per page
Policies and procedures for handling requests for information	Website	Free
Complaints procedures (including those covering requests for information and operating the publication scheme)	Website	Free
Information security policy	Website	Free
Records management policies (records retention, destruction and archive)	Website	Free
Data protection policies	Website	Free

Schedule of charges (for the publication of information)	Website	Free
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## **Class 6 – Lists and Registers**

Currently maintained lists and registers only

Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	N/A	
Assets register	Website	Free
Register of members' interests	Website	Free
Register of gifts and hospitality	Website	Free

## **Class 7 – The services we offer**

(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)

Current information only

Allotments	Website	Free
Community centres and village halls	Website	Free
Litter bins and street furniture	Website	Free
Market	Website	Free
Public conveniences	Website	Free
Services for which the council is entitled to recover a fee, together with those fees	Website	Free

## Additional Information

News  
Event details

Website  
Website

Free  
Free

### Council Contact details:

Delia Shephard  
Town Clerk  
Bletchley and Fenny Stratford Town Council  
74-76 Queensway  
Bletchley  
Milton Keynes  
MK2 2SA  
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[info@bfstc.co.uk](mailto:info@bfstc.co.uk)

### SCHEDULE OF CHARGES

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

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
<b>Disbursement cost*</b>	Photocopying @ 5p per sheet (black & white)	Actual cost 5p
	Photocopying @ 10p per sheet (colour)	Actual cost 10p
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Statutory Fee</b>		In accordance with the relevant legislation

\* the actual cost incurred by the council