

Information available from The Stukeleys Parish Council under the model publication scheme pursuant to the Freedom of Information Act and the template guide issued by the Information Commissioner's Office

Sources of information:

Website: <http://www.thestukeleys-pc.gov.uk/>

Clerk to the Council: Mrs. Carole Pollock,
5 Gore Tree Road,
Hemingford Grey,
Huntingdon,
Cambs. PE28 9BP

01480 464817

clerk@thestukeleys-pc.gov.uk

Parish Magazine: Published monthly and distributed to households in the Parish

Notice Boards: Ermine St. Gt. Stukeley, near the Village Hall
Church Road Gt. Stukeley, near West View
Ermine St. Lt. Stukeley, near footpath to Low Road
Park Way, Hinchingbrooke Park

Published information	How it can be obtained
<i>Who we are and what we do:</i>	
Members of the Council	Clerk, Website, Magazine
Contact details for the Clerk	Above, Website, Magazine
Address for correspondence	Clerk
What we do	Clerk, Website
Dates of Parish Council meetings & minutes	Clerk, Website, Notice Boards
<i>What we spend and how we spend it</i>	
Annual return form and report by auditor	Clerk
Finalised budget	Clerk
Precept	Clerk
Financial Standing Orders and Regulations	Clerk
Grants given and received	Clerk
List of current contracts awarded and value of contract	Clerk
Members' allowances and expenses	Clerk
<i>What our priorities are and how we are doing</i>	
Parish Plan	Currently under consideration
Annual Report to Parish Meeting	Clerk
Quality status	Currently under consideration
Local charters drawn up in accordance with DCLG guidelines	In consultation stage
<i>How we make decisions</i>	
Timetable of meetings	Clerk, Website,
Agendas of meetings	Web site and Notice Boards*
Minutes of meetings	Website
<i>Note this will exclude information that is properly regarded as private to the meeting</i>	
Reports presented to council meetings	Clerk

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Responses to consultation papers	Clerk
Responses to planning applications	Clerk
Bye-laws	Clerk
<i>Our policies and procedures</i>	
<i>Policies and procedures for the conduct of council business:</i>	
Procedural standing orders	Clerk
Committee and sub-committee terms of reference	Clerk
Code of Conduct	Clerk
Delegated authority in respect of officers	Clerk
Policy statements	Clerk
<i>Policies and procedures for the provision of services and about the employment of staff:</i>	
Internal policies relating to the delivery of services	Clerk
Equality and diversity policy	Not appropriate
Health and safety policy	Clerk
Recruitment policies (including current vacancies)	Not appropriate
Policies and procedures for handling requests for information	Clerk
<i>Contracts of employment</i>	Clerk
Complaints procedures	Clerk
Information security policy	Clerk
Records management policies (records retention, destruction and archive)	Clerk and County Archivist
Data protection policies	Clerk
<i>Lists and Registers</i>	
Assets Register	Clerk
Disclosure log <i>(indicating the information that has been provided in response to requests; recommended as good practice, but may not be held by parish councils)</i>	None made
Register of members' interests	Clerk
Register of gifts and hospitality	Clerk
<i>The services we offer</i>	
Village halls	Independently managed
Parks, playing fields and recreational facilities	Clerk
Seating, litter bins, memorials and lighting	Clerk
Bus shelters	See website
Agency agreements	None
A summary of services for which the council is entitled to recover a fee, together with those fees	Clerk

* Please note that, as to meetings, the notice boards carry information relating only to the latest meeting. Where questions are said to be "not appropriate" e.g. "equality and diversity policy", and "recruitment policies", these are deemed by the Council either to be inapplicable to a Council of this size and nature, or will be developed and published, if the need arises, at a future date.

Costs for provision of information

Website: Free
Printout/Photocopy (via Clerk): via Clerk

B/W 15p persheet, Colour not available

Postage at cost

For other information that requires special preparation, an hourly rate of £30 per gardhr may be charged.