Guide to information available from
Bletchley and Fenny Stratford Town Council
under its publication scheme

Filename and version	Status	Date adopted	Review date
Gov_2024-25GuidetoPublicationScheme	**Adopted**	7 May 2024	Annual Meeting 2025

This document is a guide to the information Bletchley and Fenny Stratford Town Council publishes 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).

The town council 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 council will provide a direct link to that information)
- the information is archived, out of date or otherwise inaccessible
- 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."

The town council 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 (AGAR)	Website	Free
Finalised budget	Website	Free
Precept	Website	Free
Borrowing approval letter	N/A	
Financial standing orders and financial 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
Monthly management reports showing income and expenditure against budget	Website	Free
Lists of payments	Website	Free

Class 3 – What our priorities are and how we are doing (hard copy or website)

(Strategies and plans, performance indicators, audits, inspections and reviews)

Current and previous year as a minimum

Lakes Neighbourhood Plan	Website	Free
Annual Reports	Website	Free
Strategic priorities and council values 2021-2025	Website	Free
2022-2023 Delivery Plan		

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 meetings of electors)	Website	Free
Agendas of meetings (as above)	Website	Free
Minutes of meetings (as above)	Website	Free

Reports presented to council meetings – nb 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	Milton Keynes City Council Website	Free
Byelaws	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
Scheme of delegations and committee structure	Website	Free
Delegated authority in respect of officers	Website	Free
Members 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	Hard copy	10p per sheet
Records management policies (records retention, destruction and archive)	Website	Free
Data protection policies	Website	Free
Schedule of charges	Website	Free

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 (Fenny Stratford, Newton Leys, Spotlight)	Website	Free
Community orchard	Website	Free
Community grants	Website	Free

Counselling services	Website	Free
Dog bins, litter bins and street furniture	Website	Free
IT suite and job clubs (Spotlight)	Website	Free
Market stalls	Website	Free
Public conveniences (Albert Street)	Website	Free
Services for which the council is entitled to recover a fee, together with those fees	Website	Free
Subsidised swimming scheme	Website	Free
Youth activities and play sessions	Website	Free
Digital newsletters	Website	Free
Printed newsletters	Website	Free
Foodbank collection centre information	Website	Free
What the Town Council does	Website	Free
What Milton Keynes Council does	Website	Free

Council Contact details:

Delia Shephard

Town Clerk

Bletchley and Fenny Stratford Town Council

Sycamore House

Drayton Road

Bletchley

Milton Keynes

MK2 3RR

01908 649469

info@bletchleyfennystratford-tc.gov.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
Disbursement cost*	Photocopying @ 5p per sheet (black & white)	Actual cost 5p
	Photocopying @ 10p per sheet (colour)	Actual cost 10p
	Postage	Actual cost of Royal Mail standard 2nd class
Statutory Fee		In accordance with the relevant legislation

* the actual cost incurred by the council