



FREEDOM OF INFORMATION POLICY

The Freedom of Information Act 2000 gives individuals the right to access information held by public bodies which include Stoke Gifford Parish Council. Detailed information can be obtained from the Information Commissioner's website: www.informationcommissioner.gov.uk

Stoke Gifford Parish Council sees the introduction of the Freedom of Information Act as a welcome opportunity both to improve the ways in which it informs the public it serves and to improve the ways in which it manages the information it holds. Information is one of the most, if not the most, important assets the Council has, and Freedom of Information provides a catalyst to make it more widely available and manage it more efficiently.

The Council wishes to conduct its business in an open and honest fashion. When the Council make a decision, it is important that the public is informed how these decisions have been made. The provisions of the Freedom of Information Act will enable the Public to understand the Council and its work through improved access to Information.

AVAILABILITY – The Council will make information publicly available unless there is sound operational or public interest reasons for not doing so or there are legal reasons preventing it in particular reasons relating to the Data Protection Act and the privacy of individuals.

CONFIDENTIALITY – Similarly the Council will not classify documents as CONFIDENTIAL without clear justification for doing so.

EXEMPTIONS – The Council recognises that the exemptions to access in the Freedom of Information Act may allow the Council not to release a document but do not prevent it from releasing that document.

EQUALITY – The Council will develop an environment in which access to information is not dependent on a person's physical, social or educational circumstances, or first language.

CHARGES – The Council will charge any fee allowed by the Freedom of Information or Data Protection Acts and Regulations to help cover the cost of finding and making available the requested information. Where the applicant requests information which would cost more than the maximum allowed by Regulations, the Council will endeavour to agree with the applicant either a reduced requirement or that they will pay the full cost. The Council will not seek to profit from the operation of Freedom of Information legislation – instead, seeking only to cover its costs.

RECORDS MANAGEMENT – The Council will specify adequate filing, retention, security, tracking, destruction and recycling standards as part of its ongoing development with data.

Request to view or receive information

Please provide your name, address and either a contact telephone number or email address, stating if the request relates to the Freedom of Information Act. Please detail the request itself and what format the documentation is required. Please also specify the preferred method of communication i.e., post or email etc. The Parish Council is legally required to provide information

within 20 working days of receipt. However, every attempt to provide the information sooner will be made where possible. Council will maintain contact with the applicant through this process advising of any delays where applicable.

Information available from Stoke Gifford Parish Council under the Freedom of Information Act model publication scheme

This template guide covers only information we currently hold. If we do not hold some of the information listed below, we will mark it as 'not held' in the table.

Information to be published	How the information can be obtained	Cost
<p>Class 1 - Who we are and what we do</p> <p>(Organisational information, structures, locations and contacts)</p> <p>Current information only</p>	<p>Website www.stokegifford.org.uk</p>	
<p>List of Council members and their responsibilities as well a list of Council Committees</p> <p>Details of any representation on local public bodies</p>	<p>https://www.stokegifford.org.uk/council/council-members.php</p> <p>https://www.stokegifford.org.uk/docs/council/Register-of-Members-Interests.pdf</p>	
<p>Postal and email address</p> <p>Contact details for Parish Clerk and Council members</p> <p>Where possible, provide named contacts including contact phone numbers and email addresses</p>	<p>Stoke Gifford Parish Council Little Stoke Community Hall Little Stoke Lane Little Stoke Bristol BS34 6HR</p> <p>John Rendell SGPC Clerk & RFO clerk@stokegifford.org.uk 01454 865202</p>	
<p>Location of main Council office and accessibility details</p>	<p>Stoke Gifford Parish Council Little Stoke Community Hall Little Stoke Lane Little Stoke Bristol BS34 6HR</p> <p>No upper levels (ground floor)</p>	

	disabled access)	
Staffing structure	https://www.stokegifford.org.uk/docs/council/SGPC-staff-structure.pdf https://www.stokegifford.org.uk/council/council-staff.php	
Class 2 – What we spend and how we spend it (Financial information about projected and actual income and expenditure, procurement, contracts and financial audit) Current and previous financial year as a minimum	(Website) https://www.stokegifford.org.uk/finance/expenditure-lists.php	
Statement of accounts and internal audit report in the format included in the Annual Return form	https://www.stokegifford.org.uk/finance/audited-accounts.php	
Finalised budget	https://www.stokegifford.org.uk/finance/expenditure-lists.php	
Precept	https://www.stokegifford.org.uk/finance/expenditure-lists.php	
Borrowing Approval letter	N/A	
All items of expenditure above £100	https://www.stokegifford.org.uk/finance/expenditure-lists.php	
Financial Standing Orders and Regulations	https://www.stokegifford.org.uk/docs/policies/2025-26/STANDING-ORDERS.pdf https://www.stokegifford.org.uk/docs/policies/2025-26/FINANCIAL-REGULATIONS.pdf	
Grants given and received	https://www.stokegifford.org.uk/finance/grants.php	
List of current contracts awarded and value of contract	https://www.stokegifford.org.uk/finance/expenditure-lists.php	
Members' allowances and expenses	N/A	
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	(website) https://www.stokegifford.org.uk/	
Annual governance statement in format included in the Annual Return form	https://www.stokegifford.org.uk/finance/audited-accounts.php	

Parish Plan	https://www.stokegifford.org.uk/council/about-your-council.php	
Annual Report to Parish or Community Meeting	https://www.stokegifford.org.uk/council/meeting-minutes-and-agendas.php	
Quality status		
Local charters drawn up in accordance with DLUHC's guidelines		
Data Protection impact assessments (in full or summary format) or any other impact assessment (eg Health & Safety Impact Assessment, Equality Impact Assessments etc), as appropriate and relevant	https://www.stokegifford.org.uk/council/policies-and-procedures.php	
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum	(website) https://www.stokegifford.org.uk/council/meeting-minutes-and-agendas.php	
Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	https://www.stokegifford.org.uk/events/	
Agendas of meetings (as above)	https://www.stokegifford.org.uk/council/meeting-minutes-and-agendas.php	
Minutes of meetings (as above) – exclude material that is properly considered to be exempt from disclosure		
Reports presented to council meetings – exclude material that is properly considered to be exempt from disclosure	https://www.stokegifford.org.uk/council/meeting-minutes-and-agendas.php	
Responses to consultation papers	https://www.stokegifford.org.uk/council/public-consultations.php	
Responses to planning applications	https://www.stokegifford.org.uk/council/meeting-minutes-and-agendas.php	
Bye-laws		
Class 5 – Our policies and procedures (Current written protocols, policies and procedures	Website https://www.stokegifford.org.uk/c	

for delivering our services and responsibilities) Current information only	ouncil/policies-and-procedures.php	
Policies and procedures for the conduct of Council business: <ul style="list-style-type: none"> • Procedural standing orders • Committee and sub-committee terms of reference • Delegated authority in respect of officers • Code of Conduct • Policy statements 	https://www.stokegifford.org.uk/council/policies-and-procedures.php	
Policies and procedures for the provision of services and about the employment of staff: <ul style="list-style-type: none"> • Internal instructions to staff and policies relating to the delivery of services • Equality and diversity policy • Health and safety policy • Recruitment policies and details of current vacancies • Policies and procedures for handling requests for information • Complaints procedures (including those covering requests for information and operating the publication scheme) 	https://www.stokegifford.org.uk/council/policies-and-procedures.php	
Records management, personal data and access to information policies Include information security policies, records retention, destruction and archive policies, and data protection (including data sharing and CCTV usage) policies	https://www.stokegifford.org.uk/council/policies-and-procedures.php	
Class 6 – Lists and Registers Currently maintained lists and registers only.	(hard copy or website; some information may only be available by inspection)	
Information legally required to hold in publicly available registers (in most circumstances existing access provisions will suffice)	Available on request – Financial documents held for 7 years	
Assets register, including details of public land and building assets	https://www.stokegifford.org.uk/council/policies-and-procedures.php Asset Register available on request (paper copy) Accounting Statements Section 2 Agar Box 9	

	https://www.stokegifford.org.uk/finance/audited-accounts.php	
Disclosure log indicating the information provided in response to FOIA and EIR requests. These are recommended as good practice	https://www.stokegifford.org.uk/council/policies-and-procedures.php	
Register of members' interests	https://www.stokegifford.org.uk/docs/council/Register-of-Members-Interests.pdf	
Register of gifts and hospitality	N/A	
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	(website / some information may only be available by inspection)	
Allotments	Allotment site managed by Little Stoke Garden Society https://littlestokegardenandallotmentsociety2018.co.uk/	
Burial grounds and closed churchyards	N/A	
Community centres and village halls	https://www.stokegifford.org.uk/services/	
Parks, playing fields and recreational facilities	https://www.stokegifford.org.uk/services/recreational-areas.php	
Seating, litter bins, clocks, memorials and lighting	https://www.stokegifford.org.uk/services/recreational-areas.php	
Bus shelters		
Markets	N/A	
Public conveniences	N/A	
Agency agreements	Youth Provision https://www.stokegifford.org.uk/services/youth-services.php Citizens Advice https://www.stokegifford.org.uk/community/local-community-groups.php	
Services for which we are entitled to recover a fee and details of those fees (eg burial fees)	Allotment Land Rental	
Additional Information Information not itemised in the lists above		

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 @ 10p per sheet (black & white)	Actual cost *
	Photocopying @ 15p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)
Other		

* the actual cost incurred

Reviewed by the Parish Council May 2026