



Lapley, Stretton
& Wheaton Aston
Parish Council

Information available from Lapley, Stretton & Wheaton Aston Parish Council under the model publication scheme

Adopted 3rd March 2011

(Reviewed 2nd February 2012, 14th February 2013 & 29th January 2015, 2nd Feb 2017)

Information to be published	How the information can be obtained
Class 1 - Who we are and what we do Who's who on the Council and its Committees Contact details for Parish Council Manager and Council members Location of main Council office and accessibility details	News & Views Newsletter Parish Council Notice Boards (Wheaton Aston Village Hall, Stretton Lay-by, Lapley Green) Hard copy or email copy on request if available Website
Class 2 – What we spend and how we spend it Current and previous financial year Annual return form and report by auditor Finalised budget Precept Financial Standing Orders and Regulations Grants given and received List of current contracts awarded and value of contract	Hard copy or email copy on request if available
Class 3 – What our priorities are and how we are doing Annual Report to Parish (current and previous year)	News & Views Newsletter Hard copy or email copy on request if available
Class 4 – How we make decisions Current and previous council year	
Timetable of meetings	News & Views Newsletter Parish Council Notice Boards (Wheaton Aston Village Hall, Stretton Lay-by, Lapley Green) Hard copy or email copy on request if available
Agendas of meetings Minutes of meetings – NB this will exclude information that is properly regarded as private to the meeting.	Parish Council Notice Boards (Wheaton Aston Village Hall, Stretton Lay-by, Lapley Green) Hard copies at Parish Council Meetings Hard copy or email copy on request if available Website
Reports presented to council meetings - NB this will exclude information that is properly regarded as private to the meeting. Responses to planning applications	Hard copy or email copy on request if available www.sstaffs.gov.uk/planningfiles

<p>Class 5 – Our policies and procedures Current information only Policies and procedures for the conduct of council business: Procedural standing orders Financial Regulations Code of Conduct Policies Complaints procedures (including those covering requests for information and operating the publication scheme)</p>	Hard copy or email copy on request if available											
<p>Class 6 – Lists and Registers Currently maintained lists and registers only</p>												
Any publicly available register or list	Hard copy or email copy on request if available											
	Hard copy or email copy on request if available											
Register of members' interests	Inspection by appointment and on www.sstaffs.gov.uk											
Register of gifts and hospitality	Inspection by appointment only											
<p>Class 7 – The services we offer Current information only</p>												
Burial grounds and closed churchyards Village halls Playing fields and Play areas Seating, litter bins, war memorials and lighting Bus shelters Agency agreements	Queries answered on request. Hard copy or email copy on request if available											
<p>Contact details: Mrs. A Watson (Parish Clerk) F7 Staffordshire Business Hub South Staffordshire District Council offices Wolverhampton Road Codsall WV8 1PE Tel/Fax: 01902842556, Email: office@wheatonastonparishcouncil.gov.uk</p>	<p>SCHEDULE OF CHARGES</p> <table border="1" data-bbox="1131 959 2087 1118"> <thead> <tr> <th data-bbox="1131 959 1458 991">TYPE OF CHARGE</th> <th data-bbox="1458 959 1785 991">DESCRIPTION</th> <th data-bbox="1785 959 2087 991">BASIS OF CHARGE</th> </tr> </thead> <tbody> <tr> <td data-bbox="1131 991 1458 1054">Disbursement cost</td> <td data-bbox="1458 991 1785 1054">Photocopying @ 10.p per sheet (black & white)</td> <td data-bbox="1785 991 2087 1054">Actual cost to the Parish Council</td> </tr> <tr> <td data-bbox="1131 1054 1458 1118"></td> <td data-bbox="1458 1054 1785 1118">Postage</td> <td data-bbox="1785 1054 2087 1118">Actual cost of Royal Mail standard 2nd class</td> </tr> </tbody> </table> <p>All fees to be paid in advance</p>			TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE	Disbursement cost	Photocopying @ 10.p per sheet (black & white)	Actual cost to the Parish Council		Postage	Actual cost of Royal Mail standard 2 nd class
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