



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, 16th May 2019)

| 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>TYPE OF CHARGE</th> <th>DESCRIPTION</th> <th>BASIS OF CHARGE</th> </tr> </thead> <tbody> <tr> <td>Disbursement cost</td> <td>Photocopying @ 10.p per sheet (black & white)</td> <td>Actual cost to the Parish Council</td> </tr> <tr> <td></td> <td>Postage</td> <td>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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