

## Information available from Stockton Heath Parish Council under the adopted Model Publication Scheme

| Information available   | How the information can be obtained   | Cost   |
|---|---|--|
| <b>Class1 - Who we are and what we do</b>   |   |  |
| <p><i>(current information only)</i></p> <p>Who's who on the Parish Council and its Committees<br/>           Committee Appointments and Representatives to Outside Bodies<br/>           Contact details for Parish Clerk and Council Members<br/>           Staffing Structure<br/>           Office location/accessibility</p>   | <p>Noticeboards at Ackers Pit/Forge<br/>           Shopping Centre/Stockton Heath<br/>           Public Library</p> <p>Website<br/>           Or<br/>           Hard copy</p> | <p>Free</p> <p>10p per photocopied sheet</p> |
| <b>Class 2 – What we spend and how we spend it</b>  |   |  |
| <p><i>(last 3 years)</i></p> <p>Receipts and Payments (Monthly in PFGP Minutes)<br/>           Annual Audit Form and Audit Report<br/>           Finalised budget (Appended to Parish Council Monthly Meeting Minutes)<br/>           Precept (Minutes of Parish Council)<br/>           Financial Regulations<br/>           List of grants given and received<br/>           Members' allowances and expenses</p> | <p>Website<br/>           Or<br/>           Hard Copy</p>   | <p>Free</p> <p>10p per photocopied sheet</p> |

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| <b>Class 3 – What our priorities are and how we are doing</b>   |  |   |
| <i>(current and previous year)</i><br>Minutes of meetings<br>Chairman’s Speech at Annual Parish Meeting<br>Action Plan  | Website<br>Or<br>Hard copy   | Free<br>10p per<br>photocopied<br>sheet                         |
| <b>Class 4 – How we make decisions</b>  |  |   |
| <i>(current except for Minutes)</i><br><br>Timetable of meetings<br>Agendas of meetings<br>Minutes of meetings<br>Reports presented to council meetings<br>Responses to Consultation Papers<br>Responses to planning applications | Noticeboards at Ackers Pit/Forge<br>Shopping Centre/Stockton Heath<br>Public Library<br>or<br>Website<br>or<br>Hard Copy | Free<br><br><br><br><br><br><br>10p per<br>photocopied<br>sheet |

|  |   |                                       |
|--|---|---------------------------------------|
| <b>Class 5 – Our policies and procedures</b>   |   |                                       |
| <p><i>(current information only)</i></p> <p><b>Policies and Procedures for the conduct of council business:</b><br/> Standing Orders<br/> Financial Regulations<br/> Committee Terms of Reference<br/> Code of Conduct<br/> Complaints Procedures<br/> Risk Assessments</p> <p><b>Policies and procedures related to staffing:</b><br/> Recruitment Policy<br/> Contracts of Employment<br/> Equality and Diversity Policy<br/> Disciplinary and Grievance Policy<br/> Training and Development Policy<br/> Health and Safety Policy</p> <p><b>Policies and procedures related to handling information:</b><br/> Records management policy<br/> Data Protection Policy<br/> Requests for Information Policy (under Freedom of Information)</p> | Website<br>or<br>Hard Copy                  | Free<br><br>10p per photocopied sheet |
| <b>Class 6 – Lists and Registers</b>   |   |                                       |
| <p><i>(current information only)</i></p> <p>Asset Register<br/> Register of Members' Interests<br/> Register of gifts and hospitality<br/> Publication Scheme</p>  | Paper copy available from the Parish Office | 10p per photocopied sheet             |

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| <b>Class 7 – The services we offer</b>   |  |  |
| <i>(current information only)</i><br><br><b>Land Assets:</b><br>Ackers Pit<br>Mill Lane Land<br>Red Lane Allotments<br><br><b>Services:</b><br><br>Parish Ranger Service<br>PCSO Provision<br>Christmas Lights Switch On Event<br>Planters/Hanging Baskets in Stockton Heath centre planted up with summer/winter displays.<br>Parish Newsletter |  |  |
| <b>Additional Information</b><br>This will provide Councils with the opportunity to publish information that is not itemised in the lists above  |  |  |
|  |  |  |
| <b>None</b>  |  |  |

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## SCHEDULE OF CHARGES

| <b>TYPE OF CHARGE</b>    | <b>DESCRIPTION</b>                           | <b>BASIS OF CHARGE</b>                                   |
|--------------------------|--|--|
| <b>Disbursement cost</b> | Photocopying @ 10p per sheet (black & white) | Actual cost  |
|                          | Postage                                      | Actual cost of Royal Mail standard 2 <sup>nd</sup> class |
| <b>Statutory Fee</b>     | N/a  | In accordance with the relevant legislation.             |
| <b>Other</b>             | Assessed/agreed on information required.     |  |