

STANTON PARISH COUNCIL

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website: <https://stanton.suffolk.cloud/>



Model Publication Scheme

Information available from Stanton Parish Council under the model publication scheme

Website <https://stanton.suffolk.cloud/>

Email stantonparishcouncil@gmail.com

Information to be published	How the information can be obtained (always available from the Clerk)	Cost
<p>Class1 - Who we are and what we do Current information only</p> <ul style="list-style-type: none">• Who's who on the Council and its Committee• Contact details for the Parish Clerk• Contact details (in accordance with GDPR) for Council members• Details of accessibility to Parish Council• The Parish currently does not have a dedicated office.• Staffing structure	<p>Available free on website</p> <p>Hard copy available from Clerk</p> <p>Clerk can be contacted by: Email – stantonparishcouncil@gmail.com Mobile – 07729 731128</p> <p>Parish Clerk</p>	<p>see below</p>

Information to be published	How the information can be obtained (always available from the Clerk)	Cost
	Street Cleaner Weekend Litter Picker	
<p>Class 2 – What we spend and how we spend it</p> <ul style="list-style-type: none"> • Current and previous financial years accounts • Annual Governance and Accountability Return Form • Internal and External Auditors' Reports • Precept Details • Loan agreement • Finalised budget • Financial Standing Orders and Regulations • Grants given and received • List of current contracts awarded and value of contract • Members allowances and expenses 	Website Hard copy from Clerk/	
<p>Class 3 – What our priorities are and how we are doing</p> <ul style="list-style-type: none"> • Action Plan • Annual Report to Parish Meeting • Community Engagement Strategy 	Quarterly updates – on website Website or hard copy from the Clerk Website or hard copy from the Clerk	
<p>Class 4 – How we make decisions</p> <ul style="list-style-type: none"> • Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings) • Agendas of meetings • Minutes of meetings (excluding where properly regarded as private) • Reports presented to council meetings (as above) • Responses to consultation papers • Responses to planning applications 	Available free on website or from Clerk*	
<p>Class 5 – Our policies and procedures</p>		

Information to be published	How the information can be obtained (always available from the Clerk)	Cost
<ul style="list-style-type: none"> • Procedural standing orders • Financial Regulations • Delegated authority in respect of officers (see standing orders) • Code of Conduct • Community Engagement Strategy 	Available free on the website or from Clerk*.	
<ul style="list-style-type: none"> • Policies and procedures for the provision of services and about the employment of staff – • CCTV Policy • Equal Opportunities Policy • Recruitment policy • Complaints procedures • Training Policy 	Available free on the website or from Clerk*	
<ul style="list-style-type: none"> • Information security policy 	Available free on the website or from Clerk*	
<ul style="list-style-type: none"> • Data protection policies 	Available free on the website or from Clerk*	
<ul style="list-style-type: none"> • Schedule of charges (for the publication of information) 	Available free on the website or from Clerk*	
<p>Class 6 – Lists and Registers (Currently maintained lists and registers only)</p> <ul style="list-style-type: none"> • Assets register • Register of members’ interests • Register of gifts and hospitality 	<p>Available free on the website or from Clerk* Link available on website</p> <p>On request from Clerk</p>	
<p>Class 7 – The services we offer (Information including leaflets guidance and newsletters)</p>		

Information to be published	How the information can be obtained (always available from the Clerk)	Cost
<ul style="list-style-type: none"> • Provision and maintenance of Recreation Grounds / Play Areas • Allotments availability and charges • Burial grounds and closed churchyards • Community village hall charges and hire conditions • Recreation ground hire charges • Emptying of Litter Bins * Dog Bins • Provision of Grit Bins • Litter Clearance • Seating, litter bins, clocks, war memorial • Maintenance and cleaning of War Memorial • Provision of and maintenance of Bus shelters • Provision and maintenance of seating in open spaces • Hedge cutting & Verge Clearance on parish-maintained land • Maintenance of Trees and Hedgerows within the ownership of the Parish Council • Provision, maintenance and supervision of CCTV on land or premises maintained by the Parish Council on the Recreation Ground • Provision and maintenance of assets contained within the Council's Fixed Asset Register • Maintenance and cleaning of Public conveniences • Provision and maintenance of a Cemetery 	<ul style="list-style-type: none"> • Allotments managed by resident. Details from the Clerk • Burial register available on inspection. Application for interment and memorial stones available hard copy or via website • Community Village Hall managed by the Village Hall management committee. • Recreation ground hire form via Clerk or website All other information from the Clerk or website 	

Schedule of charges

Type of charge	Description	Basis of charge – cost of stationery & admin time
Disbursement cost	Photocopying @ £1 for first sheet then 12p per sheet (black & white) or 15p per sheet (colour)	Actual reprinting cost
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory fee		In accordance with the relevant legislation

Contact details:

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Revisions

Date of review or revision	Reason	Author
3 Aug 2020	Accessibility	J Hart
8 Aug 2024	Review & update	F Osman