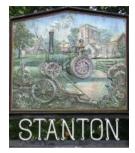
STANTON PARISH COUNCIL

Tel: 07729 731128 e-mail: <u>stantonparishcouncil@gmail.com</u> 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
Class1 - Who we are and what we do Current information only		
Who's who on the Council and its Committee	Available free on website	
Contact details for the Parish Clerk	Hard copy available from Clerk	see below
Contact details (in accordance with GDPR) for Council members		
 Details of accessibility to Parish Council 		
 The Parish currently does not have a dedicated office. 	Clerk can be contacted by: Email – <u>stantonparishcouncil@gmail.com</u> Mobile – 07729 731128	
Staffing structure	Parish Clerk	

Updated and approved 8 August 2024

Information to be published	How the information can be obtained (always available from the Clerk)	Cost
	Street Cleaner	
	Weekend Litter Picker	
Class 2 – What we spend and how we spend it		
Current and previous financial years accounts	Website	
Annual Governance and Accountability Return Form	Hard copy from Clerk/	
Internal and External Auditors' ReportsPrecept 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 		
Class 3 – What our priorities are and how we are doing		
Action PlanAnnual Report to Parish Meeting	Quarterly updates – on website	
Community Engagement Strategy	Website or hard copy from the Clerk	
	Website or hard copy from the Clerk	
Class 4 – How we make decisions		
 Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings) 	Available free on website or from Clerk*	
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 		
Class 5 – Our policies and procedures		

Information to be published	How the information can be obtained (always available from the Clerk)	Cost
 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*.	
 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*	
Information security policy	Available free on the website or from Clerk*	
Data protection policies	Available free on the website or from Clerk*	
Schedule of charges (for the publication of information)	Available free on the website or from Clerk*	
 Class 6 – Lists and Registers (Currently maintained lists and registers only) Assets register Register of members' interests Register of gifts and hospitality Class 7 – The services we offer 	Available free on the website or from Clerk* Link available on website On request from Clerk	
(Information including leaflets guidance and newsletters)		

Information to be published	How the information can be obtained (always available from the Clerk)	Cost
 Provision and maintenance of Recreation Grounds / Play Areas Allotments availability and charges 	 Allotments managed by resident. Details from the Clerk 	
 Burial grounds and closed churchyards 	 Burial register available on inspection. Application for interment and memorial stones available hard copy or via website 	
Community village hall charges and hire conditions	 Community Village Hall managed by the Village Hall management committee. Recreation ground hire form via Clerk or website 	
 Recreation ground hire charges 	Recleation ground file form via Clerk of website	
 Emptying of Litter Bins * Dog Bins 		
Provision of Grit Bins	All other information from the Clerk or website	
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 		

Schedule of charges

standard 2 nd class
levant legislation
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Contact details: Clerk to Stanton Parish Council Tel 07729 731128

Email: stantonparishcouncil@gmail.com

<u>Revisions</u>

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