



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, 28th May 2020)

Information to be published	How the information can be obtained
Class1 - 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	
Agendas of meetings Minutes of meetings – NB this will exclude information that is properly regarded as private to the meeting.	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 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

Information to be published	How the information can be obtained
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)	Hard copy or email copy on request if available
Class 6 – Lists and Registers Currently maintained lists and registers only	
Any publicly available register or list	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
Class 7 – The services we offer Current information only	
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

Contact details:

Mrs. A Watson (Parish Clerk)
 F7 Staffordshire Business Hub
 South Staffordshire District Council offices
 Wolverhampton Road
 Codsall
 WV8 1PE
 Tel: 01902842556, Email: office@wheatonastonparishcouncil.gov.uk

SCHEDULE OF CHARGES

TYPE OF CHARGE
Disbursement cost

DESCRIPTION
 Photocopying @ 10.p per sheet (black & white)
 Postage

BASIS OF CHARGE

Actual cost to the Parish Council
 Actual cost of Royal Mail standard 2nd class

All fees to be paid in advance