

# Information available from Lapley, Stretton & Wheaton Aston Parish Council under the model publication scheme

**Adopted 3<sup>rd</sup> March 2011**

**(Reviewed 2<sup>nd</sup> February 2012, 14<sup>th</sup> February 2013 & 29<sup>th</sup> January 2015, 2<sup>nd</sup> Feb 2017, 16<sup>th</sup> May 2019, 28<sup>th</sup> May 2020, 6<sup>th</sup> May 2021, May 2022)**

<b>Information to be published</b>	<b>How the information can be obtained</b>
<b>Class1 - Who we are and what we do</b> 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
<b>Class 2 – What we spend and how we spend it</b> 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 Website
<b>Class 3 – What our priorities are and how we are doing</b> Annual Report to Parish (current and previous year)	News & Views Newsletter Hard copy or email copy on request if available
<b>Class 4 – How we make decisions</b> 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 Website
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	Website (within the agenda) Hard copy or email copy on request if available <a href="https://planning.sstaffs.gov.uk/online-applications/">https://planning.sstaffs.gov.uk/online-applications/</a>

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Information to be published	How the information can be obtained
<b>Class 5 – Our policies and procedures</b> 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)	Website Hard copy or email copy on request if available
<b>Class 6 – Lists and Registers</b> 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	Website Inspection by appointment and on <a href="http://www.sstaffs.gov.uk">www.sstaffs.gov.uk</a>
Register of gifts and hospitality	Inspection by appointment only
<b>Class 7 – The services we offer</b> 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)  
 FF028 Staffordshire Business Hub  
 South Staffordshire District Council offices  
 Wolverhampton Road  
 Codsall  
 WV8 1PE  
 Tel: **01902 842556**, 07595789051 Email: [office@wheatonastonparishcouncil.gov.uk](mailto:office@wheatonastonparishcouncil.gov.uk)

### SCHEDULE OF CHARGES

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
<b>Disbursement cost</b>	Photocopying @ 10.p per sheet (black & white) Postage	Actual cost to the Parish Council Actual cost of Royal Mail standard 2 <sup>nd</sup> class
All fees to be paid in advance		