

Information available from Stainton Parish Council under the Agreed model Publication Scheme: March 2020

Information to be published	How the information can be obtained	Cost
Class1 - Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only N.B. Councils should already be publishing as much information as possible about how they can be contacted.		
Who's who on the Council and its Committees	Website: Staintonvillage.org Hard copy – contact Parish Clerk	Free 10p/sheet
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website: Staintonvillage.org Parish Notice Board Hard copy – contact Parish Clerk	Free Free 10p/sheet
Location of main Council office and accessibility details	Website: Staintonvillage.org Parish Notice Board Hard copy – contact Parish Clerk	Free Free 10p/sheet
Staffing structure	Not applicable	Not applicable

Class 2 – What we spend and how we spend it (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit) Current and previous financial year as a minimum		
Annual return form and report by auditor	Website: Staintonvillage.org Hard copy – contact Parish Clerk	Free 10p/sheet
Finalised budget	Website: Staintonvillage.org Hard copy – contact Parish Clerk	Free 10p/sheet
Precept	Website: Staintonvillage.org Hard copy – contact Parish Clerk	Free 10p/sheet
Borrowing Approval letter	Not applicable	Not applicable
Financial Standing Orders and Regulations	Website: Staintonvillage.org Hard copy – contact Parish Clerk	Free 10p/sheet
Grants given and received	Hard copy – contact Parish Clerk	Free
List of current contracts awarded and value of contract	Hard copy – contact Parish Clerk	10p/sheet
Members' allowances and expenses	Hard copy – contact Parish Clerk	10p/sheet
Class 3 – What our priorities are and how we are doing		

(Strategies and plans, performance indicators, audits, inspections and reviews)		
Parish Plan (current and previous year as a minimum)	n/a	n/a
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Hard copy – contact Parish Clerk	10p/sheet
Quality status	Not applicable	Not applicable
Local charters drawn up in accordance with DCLG guidelines	Not applicable	Not applicable
Class 4 – How we make decisions (Decision making processes and records of decisions)		
Current and previous council year as a minimum		
Timetable of Council meetings	Website: Staintonvillage.org Parish Notice Board Hard copy – contact Parish Clerk	Free Free 10p/sheet
Agendas of meetings (as above)	Website: Staintonvillage.org Parish Notice Board Hard copy – contact Parish Clerk	Free Free 10p/sheet
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Website: Staintonvillage.org Village Notice Board Hard copy – contact Parish Clerk	Free Free 10p/sheet
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Website: Staintonvillage.org Hard copy – contact Parish Clerk	Free 10p/sheet

Responses to consultation papers	Hard copy – contact Parish Clerk	10p/sheet
Responses to planning applications	Hard copy – contact Parish Clerk	10p/sheet
Bye-laws	Not applicable	Not applicable
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only	Copies of all these documents can be obtained: Website: Staintonvillage.org Hard copy – contact Parish Clerk	Free 10p/sheet
Policies and procedures for the conduct of council business: Procedural standing orders Delegated authority in respect of officers Code of Conduct Policy statements	Copies of all these documents can be obtained: Website: Staintonvillage.org Hard copy – contact Parish Clerk	Free 10p/sheet
Policies and procedures for the provision of services and about the employment of staff: Internal policies relating to the delivery of services Equality and diversity policy Health and safety policy Recruitment policies (including current vacancies) Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme)	Website: Staintonvillage.org Hard copy – contact Parish Clerk	Free 10p/sheet
Information security policy	Website: staintonvillage.org	Free

	Hard copy – contact Parish Clerk	10p/sheet
Records management policies (records retention, destruction and archive)	Website: Staintonvillage.org Hard copy – contact Parish Clerk	Free 10p/sheet
Data protection policies	Website: Staintonvillage.org Hard copy – contact Parish Clerk	Free 10p/sheet
Schedule of charges (for the publication of information)	Website: Staintonvillage.org Hard copy – contact Parish Clerk	Free 10p/sheet
Class 6 – Lists and Registers		
Currently maintained lists and registers only		
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	Website: Staintonvillage.org Hard copy – contact Parish Clerk	Free 10p/sheet
Assets Register	Website: Staintonvillage.org Hard copy – contact Parish Clerk	Free 10p/sheet
Disclosure log (indicating the information that has been provided in response to requests; recommended as good practice, but may not be held by parish councils)	Website: Staintonvillage.org Hard copy – contact Parish Clerk	Free 10p/sheet
Register of members' interests	Website:	Free

	Staintonvillage.org Hard copy – contact Parish Clerk	10p/sheet
Register of gifts and hospitality	Hard copy – contact Parish Clerk	10p/sheet
Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only		
Allotments	Not applicable	Not applicable
Burial grounds and closed churchyards	Not applicable	Not applicable
Community centres and village halls	Not applicable	Not applicable
Parks, playing fields and recreational facilities	Hard copy – contact Parish Clerk	10p/sheet
Seating, litter bins, clocks, memorials and lighting	Hard copy – contact Parish Clerk	10p/sheet
Bus shelters	Not applicable	Not applicable
Markets	Not applicable	Not applicable
Public conveniences	Not applicable	Not applicable
Agency agreements	Not applicable	Not applicable
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Not applicable	Not applicable
Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above		
None		

Contact details:

Sarah Youngman
Parish Clerk and Responsible Financial Officer
Stainton Parish Council
133 Station Road
Bawtry
Doncaster
DN106QD
01302 714930
staintonpc@btinternet.com

SCHEDULE OF CHARGES

This describes how the charges have been arrived at and published as part of the guide.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 10p per sheet (black & white)	Actual cost *
	Photocopying @ 20p per sheet (colour)	Actual cost*
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee	Not applicable	In accordance with the relevant legislation (quote the actual statute)
Other	Not applicable	

* the actual cost incurred by the public authority