

## Information available from Staplegrove Parish Council under the model publication scheme

Information to be published	How the information can be obtained	Cost
<b>Class1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts) This will be current information only		
Who's who on the Council	Website Hard copy – contact Clerk	Free 10p/sheet
Contact details for Parish Clerk and Council members	Website Hard copy – contact Clerk	Free 10p/sheet
<b>Class 2 – What we spend and how we spend it</b> (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit) Current and previous financial year		
Annual return form and report by auditor	Hard copy – contact Clerk	10p/sheet
Finalised budget	Website Hard copy – contact Clerk	Free 10p/sheet
Precept	Hard copy – contact Clerk	10p/sheet
Borrowing Approval letter	Hard copy – contact Clerk	10p/sheet
Financial Standing Orders and Regulations	Hard copy – contact Clerk	10p/sheet
Grants given and received	Hard copy – contact Clerk	10p/sheet
<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)		
Annual Report to Parish or Community Meeting Current and previous year	Website Hard copy – contact Clerk	Free 10p/sheet

<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions) Current and previous council year		
Dates of meetings (Council, any committee/sub-committee meetings and parish meetings)	Website/noticeboards Contact Clerk	Free
Agendas of meetings (as above)	Website Hard copy – contact Clerk	Free 10p/sheet
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Website Hard copy – contact Clerk	Free 10p/sheet
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Hard copy – contact Clerk	10p/sheet
Responses to consultation papers	Hard copy – contact Clerk	10p/sheet
Responses to planning applications	TDBC website Hard copy – contact Clerk	Free 10p/sheet
<b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only		
Policies and procedures for the conduct of council business: Procedural standing orders Code of Conduct	Hard copy – contact Clerk Hard copy – contact Clerk	10p/sheet 10p/sheet
Schedule of charges for the publication of information	See foot of page	
<b>Class 6 – Lists and Registers</b> Currently maintained lists and registers only		
Assets Register	Hard copy – contact Clerk	10p/sheet
Register of members' interests	By inspection – contact Clerk	
Register of gifts and hospitality	By inspection – contact Clerk	

<b>Class 7 – The services we offer</b> (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only		
Burial grounds and closed churchyards	Churchyard maintenance. Hard copy – contact Clerk	10p/sheet
Parks, playing fields and recreational facilities	Trustee of Staplegrove Children’s Playground. Hard copy – contact Clerk	10p/sheet

**Contact details:**

Mrs J Peake  
Clerk  
Staplegrove Parish Council  
62 Dowell Close  
Taunton  
Somerset TA2 6BA

Tel 251034

**Parish website: [www.staplegroveparish.co.uk](http://www.staplegroveparish.co.uk)**

**SCHEDULE OF CHARGES**

<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b>BASIS OF CHARGE</b>
<b>Disbursement cost</b>	Photocopying @10p per sheet (black & white)	Actual cost *
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class

\*the actual cost incurred by the public authority