



# STONEHOUSE

---

# TOWN COUNCIL

---

## Information available from Stonehouse Town Council under the model publication scheme

Information to be published	How the information can be obtained	
<p>All the information listed under the 'Information to be published' heading can be found on the Town Council's website (specific references to where, on the website you can find the information is given below)            Hard copies can be requested – costs are detailed at the end of this document</p>		
<p><b>Class1 - Who we are and what we do</b>  <i>(Organisational information, structures, locations and contacts)</i>  <i>This will be current information only</i>  <i>N.B. Councils should already be publishing as much information as possible about how they can be contacted</i></p>		
<p>Who's who on the Council and its Committees, Council Working Groups and representation on external bodies</p>	<p><a href="#">'Meet your Councillors'</a> webpage</p>	

Contact details for Town Clerk and Council members (named contacts where possible with telephone number and email address)	<a href="#">‘Contact Stonehouse Town Council’</a> webpage	
Location of main Council office and accessibility details	<a href="#">‘Contact Stonehouse Town Council’</a> webpage	
Staffing structure	<a href="#">‘Accounts and Reports’</a> webpage – see <a href="#">Transparency Code Information 2023</a>	
<b>Class 2 – What we spend and how we spend it</b> <i>(Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)</i>  <i>Current and previous financial year as a minimum</i>		
Annual return form and report by auditor	<a href="#">‘Accounts and Reports’</a> webpage Information is also posted on the Town Noticeboard	
Finalised budget	<a href="#">‘Accounts and Reports’</a> webpage See ‘Precept’	
Precept	<a href="#">‘Accounts and Reports’</a> webpage See ‘Precept’	
Financial Standing Orders and Regulations	<a href="#">‘Policy’</a> webpage	
Grants given (available from the office) Grants Received	<a href="#">‘Accounts and Reports’</a> webpage – see <a href="#">Transparency Code Information 2023</a>	
List of current contracts awarded and value of contract	<a href="#">‘Accounts and Reports’</a> webpage – see <a href="#">Transparency Code Information 2023</a>	

Members' allowances and expenses	Contact the council	
<b>Class 3 – What our priorities are and how we are doing</b> <i>(Strategies and plans, performance indicators, audits, inspections and reviews)</i>		
Parish Plan (current and previous year as a minimum)	<a href="#">‘Council Strategy’</a> webpage	
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	<a href="#">‘Annual Reports’</a> webpage	
Local charters drawn up in accordance with DCLG guidelines	N/A	
<b>Class 4 – How we make decisions</b> <i>(Decision making processes and records of decisions)</i>		
<i>Current and previous council year as a minimum</i>		
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	<a href="#">‘Meetings, Agendas and Minutes’</a> webpage – See Meetings Calendar 2023	
Agendas of meetings (as above)	<a href="#">‘Meetings, Agendas and Minutes’</a> webpage – See Meeting Agendas	
Minutes of meetings (as above) – this will exclude information that is properly regarded as private in the meeting	<a href="#">‘Meetings, Agendas and Minutes’</a> webpage - See Minutes of meetings	
Responses to consultation papers	<a href="#">‘Meetings, Agendas and Minutes’</a> webpage – See Minutes of meetings	
Responses to planning applications	<a href="#">‘Meetings, Agendas and Minutes’</a> webpage – See Minutes of meetings	
Bye-laws	N/A	

<p><b>Class 5 – Our policies and procedures</b>  <i>(Current written protocols, policies and procedures for delivering our services and responsibilities) - Current information only</i></p>		
<p>Policies and procedures for the conduct of council business:</p> <p>Procedural standing orders</p> <p>Committee and sub-committee terms of reference</p> <p>Delegated authority in respect of officers</p> <p>Code of Conduct</p> <p>Policy statements</p>	<p><a href="#">‘Policies’</a> webpage – See latest Standing Orders in ‘Documents’ tab</p> <p><a href="#">‘Terms of References’</a></p> <p><a href="#">‘Policies’</a> webpage – See Scheme of Delegation to Officers in ‘Document’ tab</p> <p><a href="#">‘Policies’</a> webpage – See latest Code of Conduct in ‘Documents’ tab</p> <p><a href="#">‘Policies’</a> webpage</p>	
<p>Policies and procedures for the provision of services and about the employment of staff:</p> <p>Internal policies relating to the delivery of services</p> <p>Equality and diversity policy</p> <p>Health and safety policy</p> <p>Recruitment policies (including current vacancies)</p> <p>Policies and procedures for handling requests for information</p> <p>Complaints procedures (including those covering requests for information and operating the publication scheme)</p>	<p><a href="#">‘Policies’</a> webpage</p>	
<p>Records management policies (records retention,</p>	<p><a href="#">‘Policies’</a> webpage</p>	

destruction and archive)		
Data protection policies	<a href="#">'Policies'</a> webpage	
Schedule of charges for the publication of information)	<a href="#">'Scale of Charges'</a>	
<b>Class 6 – Lists and Registers</b>  <i>Currently maintained lists and registers only</i>		
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	Contact the Council	
Assets Register	<a href="#">'Register of Major Assets'</a> webpage	
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)	Contact the Council	
Register of members' interests	<a href="#">'Meet your Councillors'</a> webpage	
Register of gifts and hospitality	Contact the Council	
<b>Class 7 – The services we offer</b> <i>(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)</i>  <i>Current information only</i>		
Allotments	<a href="#">'Clubs and Societies'</a> webpage	
Parks, playing fields and recreational facilities	Contact the Council	
Seating, litter bins, & lighting	Contact the Council	
Bus shelters	Contact the Council	
Agency agreements	Contact the Council	

A summary of services for which the council is entitled to recover a fee, together with those fees	Maintaining football pitches – Oldends Lane Maintaining Sports Pavilion – Oldends Lane	
--	---	--

### **SCHEDULE OF CHARGES**

<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b>BASIS OF CHARGE</b>
<b>Disbursement cost</b>	Photocopying @ 12p per A4 sheet and 20p per A3 sheet (black & white)	Actual cost of paper, printing ink, power and proportion of copier lease
	Photocopying @ 20p per A4 sheet and 25p per A3 sheet (colour)	Actual cost of paper, printing ink, power and proportion of copier lease
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Statutory Fee</b>		In accordance with Local Government Act 2003 s.93.

**Contact details:** The Clerk to Stonehouse Town Council, 1 Queens Road, Stonehouse GL10 2QA

**Telephone:** 01453 822070      **e-mail:** townclerk@stonehousetowncouncil.gov.uk

**Website:** [www.stonehousetowncouncil.gov.uk](http://www.stonehousetowncouncil.gov.uk)

**Adopted:** 23<sup>rd</sup> January 2023 (Minute No TC2980)

**Next Review Date:** January 2024