

INFORMATION AVAILABLE FROM STAPLEGROVE PARISH COUNCIL UNDER THE MODEL PUBLICATION SCHEME

Information to be published	How to obtain	Cost
Who we are and what we do. 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
What we spend and how we spend it. 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
What our priorities are and how we are doing.		
Annual Report to Parish Meeting Current and previous year	Website Hard copy – contact Clerk	Free 10p/sheet
How we make 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 info 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
Our policies and procedures. (Current written protocols, policies & procedures for delivering our services & responsibilities)		
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	
Lists and Registers. Currently maintained lists & 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	
The services we offer. Current information only		
Parks, playing fields and recreational facilities - Trustee of Staplegrove Children's Playground.	Hard copy – contact Clerk	10p/sheet

Type of charge	Description	Basis of charge
Disbursement cost	Photocopying @10p per sheet (black & white)	Actual cost incurred by the Parish Council
	Postage	Actual cost of Royal Mail standard 2 nd class

**Contact details: Helen McInnes, Clerk, 28 Gaunton Close, Taunton TA1 4TW. Tel 01823 276403.
Website www.staplegroveparish.co.uk Email staplegroveparishcouncil@hotmail.com**