

**INFORMATION AVAILABLE FROM STAPLEGROVE PARISH COUNCIL UNDER THE MODEL PUBLICATION SCHEME**

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

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

**Contact details: Janet Coates, Clerk, 16 Stoneleigh Close, Taunton TA2 6ET. Tel 01823 276702.  
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