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|  | **LITTLE STANNEY & DISTRICT PARISH COUNCIL**  **Freedom of Information** |

Information available from Little Stanney & District Parish Council under the Model Publication Scheme

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| Information to be published | How the information can be obtained | Cost |
| **Class 1 – Who we are and what we do**  (*Organisational information, structures, locations and contacts*)  This will be current information only | All available information mentioned below can be obtained from the Parish Clerk  Website address where mentioned is [www.littlestanney-pc.gov.uk](http://www.littlestanney-pc.gov.uk) |  |
| Who’s who on the Council | Hard copy, email and website | 10p per page + pp |
| Contact details for Parish Clerk and Council members (*named contacts where possible with telephone number and email address (if used*)  Parish Clerk: Pauline English Tel: 0151 339 1405 / 07890 140412 email:pauline.english2@btinternet.com | Councillors’ details also on website | 10p per page + pp |
| Location of main Council office and accessibility details:  Parish Clerk, 75 Seacombe Drive, Great Sutton, Ellesmere Port CH66 2BB | Available for contact in person, by phone, by email, by post – in person by prior arrangement |  |
| Staffing Structure  One Part-time Parish Clerk  One Part-time Amenity Cleaner |  |  |
| 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. | Hard copy, email (for electronically available documents) and website | 10p per page + pp |
| Accounts | Hard copy and email | 10p per page + pp |
| Annual return form and report by auditor | Hard copy and email | 10p per page + pp |
| Finalised budget | Hard copy, email and website | 10p per page + pp |
| Precept – Recorded in the Minutes | Hard copy, email and website | 10p per page + pp |
| Financial Standing Orders and Regulations | Hard copy, email and website | 10p per page + pp |
| Grants given and received – Recorded in the Minutes | Hard copy, email and website | 10p per page + pp |
| **Class 3 – What our priorities are and how we are doing**  (*Strategies and Plans, performance indicators, audits, inspections and reviews*)  Internal Audit Report | Hard copy and email | 10p per page + pp |
| Annual Report to Parish Meeting | Hard copy, email and website | 10p per page + pp |

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| **Class 4 – How we make decisions**  (*Decision making processes and records of decisions*) Current and previous council year as a minimum. Recorded in Minutes) | Hard copy, email and website | 10p per page + pp |
| Timetable of meetings (*Council and Annual Parish Meeting*) | Hard copy, Parish Notice Boards, email, website | 10p per page + pp |
| Agendas of meetings | Hard copy, Parish Notice Boards, email, website | 10p per page + pp |
| Minutes of meetings excluding information that is properly regarded as private to the meeting | Hard copy, email, website | 10p per page + pp |
| Reports presented to Council meetings excluding information that is properly regarded as private to the meeting | Hard copy, email and website | 10p per page + pp |
| Responses to planning applications and consultation papers | Hard copy and email. Responses to Planning applications can be viewed on Cheshire West and Chester Borough Council website [www.cheshirewestandchester.gov.uk](http://www.cheshirewestandchester.gov.uk) | 10p per page + pp |
| **Class 5 – Our policies and procedures**  (*Current written protocols, policies and procedures for delivering our services and responsibilities*). Current information only |  |  |
| Procedural Standing Orders  Scheme of Delegation  Code of Conduct | Hard copy, email, some on website | 10p per page + pp |
| Policies and procedures for the provision of services and about the employment of staff:  Complaints procedures (including those covering requests for information and operating the publication scheme  Dignity at Work, Bullying and Harassment Policy  Discipline, Dismissal and Grievance Policy  Equality and diversity policy  Health and safety policy  Requests for Information (policy and procedure)  Risk Management Strategy | Hard copy, email, some on website | 10p per page + pp |
| Records management policies (records retention, destruction and archive) | Hard copy and email | 10p per page + pp |
| Data Protection policies (As per Data protection Act requirements) | Hard copy and email | 10p per page + pp |
| Schedule of charges for the publication of information | Hard copy and email | 10p per page + pp |

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| **Class 6 – Lists and Registers**  Currently maintained lists and registers only |  |  |
| Any publicly available register or list | Hard copy, email, some on website | 10p per page + pp |
| Asset Register | Hard copy, email, website | 10p per page + pp |
| Disclosure log | Hard copy, email, website | 10p per page + pp |
| Register of Members’ interests | Held on Cheshire West & Chester Borough Council website [www.cheshirewestandchester.gov.uk](http://www.cheshirewestandchester.gov.uk) |  |
| Register of Gifts and Hospitality | Hard copy. email | 10p per page + pp |
| **Class 7 – The services we offer**  (*Information about the services we offer including any leaflets, guidance and newsletters produced for the public and businesses*). Current information only |  |  |
| Village Hall (Managed by Stoak and Stanney Community Association) | Some information on Parish website |  |
| Playing field and recreational facilities (Stoak Village) |  |  |
| Seating, litter bins | Hard copy, email |  |

Contact Details: Pauling English, Parish Clerk, 75 Seacombe Drive, Great Sutton, Ellesmere Port CH66 2BB

Tel: 0151 339 1405 / 07890 140412 Email: [pauline.english2@btinternet.com](mailto:pauline.english2@btinternet.com)

**SCHEDULE OF CHARGES**

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| Type of Charge | Description | Basis of Charge |
| Disbursement cost | Photocopying @ 10p per sheet (black and white)  Photocopying @ 20p per sheet (colour)  Postage | Actual cost incurred by the authority  Actual cost of 2nd class post for standard letters. Additional costs will be incurred if the weight of the correspondence to be posted exceeds the standard letter rate |
| Statutory Fee |  | In accordance with the relevant legislation |

This document is based on the ‘template guide to information for parish councils’ accessed through [www.ico.gov.uk/for\_organisations/freedom\_of\_information/definition\_documents.aspx](http://www.ico.gov.uk/for_organisations/freedom_of_information/definition_documents.aspx)

*Approved May 2022*