

**Information available from Stalmine with Staynall Parish Council under the model publication scheme**

Information to be published	How the information can be obtained	Cost* (See below)
<b>Class 1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts) Current information only		
Who's who on the Council	See Contact Details for Clerk and Council members Currently the Council has no committees or subcommittees	
Contact details for Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Available on the Council's website ( <a href="http://www.stalmineparishcouncil.org">www.stalmineparishcouncil.org</a> ) and in each edition of the Over Wyre Focus or contact the Clerk	
Location of main Council office and accessibility details	There is no Council office	
Staffing structure	The council has three part time employees, a clerk, a lengths man and a <b>contracted</b> plantsman Further information from the Clerk	
<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 as a minimum		
Annual return form and report by auditor	Available on the Council's website ( <a href="http://www.stalmineparishcouncil.org">www.stalmineparishcouncil.org</a> ) or contact the Clerk	
Finalised budget	Contact the Clerk	
Precept	Contained within the minutes of the precept setting meeting available on the website ( <a href="http://www.stalmineparishcouncil.org">www.stalmineparishcouncil.org</a> ) or contact the Clerk	
Borrowing Approval letter	The Council currently has no borrowings Contact the clerk	

Financial Standing Orders and Regulations	Available on the Council's website ( <a href="http://www.stalmineparishcouncil.org">www.stalmineparishcouncil.org</a> ) or contact the Clerk	
Grants given and received	Contact the Clerk	
List of current contracts awarded and value of contract	Contact the Clerk	
Members' allowances and expenses	The Council does not currently pay any Members' Allowances and only pays expenses in exceptional circumstances	
<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 as a minimum)	The Council's Annual Report is available on the Council's website ( <a href="http://www.stalmineparishcouncil.org">www.stalmineparishcouncil.org</a> ) or contact the Clerk	
Quality status (now Local Council Award Scheme)	The Council is not pursuing the Local Council Award Scheme	
Local charters drawn up in accordance with CLG guidelines	There is a Town and Parish charters with Lancashire County Council – see their website	
Parish Plan	The Council does not have a Parish Plan	
<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions) Current and previous council year as a minimum		
Timetable of meetings of Parish Council meetings and parish meeting	Available on the Council's website ( <a href="http://www.stalmineparishcouncil.org">www.stalmineparishcouncil.org</a> ) or contact the Clerk	
Agendas of meetings (as above)	Available on the Council's website ( <a href="http://www.stalmineparishcouncil.org">www.stalmineparishcouncil.org</a> ) or contact the Clerk	
Minutes of meetings (as above) – this will exclude information that is properly regarded as private to the meeting.	Available on the Council's website ( <a href="http://www.stalmineparishcouncil.org">www.stalmineparishcouncil.org</a> ) or contact the Clerk	

Reports presented to council meetings - this will exclude information that is properly regarded as private to the meeting.	Available on the Council's website ( <a href="http://www.stalmineparishcouncil.org">www.stalmineparishcouncil.org</a> ) or contact the Clerk	
Responses to consultation papers	Contact the Clerk	
Responses to planning applications	Available in the minutes of the meetings on the Council's website ( <a href="http://www.stalmineparishcouncil.org">www.stalmineparishcouncil.org</a> ) and on Wyre Council's website	
Bye-laws	The Council does not currently have any bye-laws	
<p><b>Class 5 – Our policies and procedures</b>  (Current written protocols, policies and procedures for delivering our services and responsibilities)  Current information only</p>		
Policies and procedures for the conduct of council business:  Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers  Code of Conduct  Policy statements	A number of documents are available on the Council's website ( <a href="http://www.stalmineparishcouncil.org">www.stalmineparishcouncil.org</a> ) or contact the Clerk  (There are no committees or subcommittees)  Clerk's delegations available on the Council's website ( <a href="http://www.stalmineparishcouncil.org">www.stalmineparishcouncil.org</a> )  Available on website  Contact the Clerk	
Policies and procedures for the provision of services and about the employment of staff:  Internal policies relating to the delivery of services		

Equality and diversity policy	Not available	
Health and safety policy	Contact the Clerk	
Recruitment policies (including current vacancies)	Contact the Clerk	
Policies and procedures for handling requests for information (also see GDPR)	Not available	
Complaints procedures (including those covering requests for information and operating the publication scheme)	Contact the Clerk  Available on the Council's website ( <a href="http://www.stalmineparishcouncil.org">www.stalmineparishcouncil.org</a> ) or contact the Clerk	
GDPR data protection policy and privacy notice	Available on the Council's website ( <a href="http://www.stalmineparishcouncil.org">www.stalmineparishcouncil.org</a> ) or c Contact the Clerk	
Other GDPR related policies	Contact the Clerk The parish council is registered under the Data Protection Act	
Records management policies (records retention, destruction and archive)	Contact the Clerk	
Schedule of charges for the publication of information)	Shown at the end of this document	
<b>Class 6 – Lists and Registers</b> Currently maintained lists and registers only		
Any publicly available register or list (if any are held this should be publicised; in most	None held	

circumstances existing access provisions will suffice)		
Assets Register	Available on the Council's website ( <a href="http://www.stalmineparishcouncil.org">www.stalmineparishcouncil.org</a> ) or contact the Clerk	
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)	Not held by the Parish Council.	
Register of members' interests	Available on the Council's website ( <a href="http://www.stalmineparishcouncil.org">www.stalmineparishcouncil.org</a> ) or contact the Clerk	
Register of gifts and hospitality	Contact the Clerk - visual inspection only	
<p><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</p>		
Allotments	The Council does not currently have any allotments	
Burial grounds and closed churchyards	The Council does not currently have any burial grounds and closed churchyards	
Community centres and village halls	The Council does not have any buildings	
Parks, playing fields and recreational facilities	The Council leases the playing field on Hall Gate Lane from Wyre Council and there is a children's playground and older children's play zone at the end of Douglas Avenue	
Seating, litter bins, clocks, memorials and lighting	The Council has a number of seats in a variety of locations around the parish area. It has no clocks, memorials or lighting. Contact the Clerk for details	
Bus shelters	The Council is responsible for five bus shelters, one situated on A588 opposite Moss House Lane, one on A588 backing on to Moss House Lane, one on Hall Gate Lane outside the Seven Stars, one on Carr Lane at the junction with Ned's Lane <a href="#">and one situated at the entrance to Staynall Lane on A588.</a>	

Markets	The Council does not have responsibility for any markets in the Parish	
Public conveniences	The Council does not have responsibility for any public conveniences in the Parish	
Agency agreements	The Council does not have any agency agreements	
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g., burial fees)	The Council does not provide any fee-paying services	
<b>Additional Information</b> This will provide Councils with the opportunity to publish information that is not itemised in the lists above		

**Contact details:**

07769 686674

clerk@stalmineparishcouncil.org

[www.stalmineparishcouncil.org](http://www.stalmineparishcouncil.org) – contact form

Revised September 2023

**SCHEDULE OF CHARGES**

This describes how the charges have been arrived at and should be published as part of the guide.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Information on the website	Free

	Information provided by email	Free
	Information provided by phone	Free
	Hard copies Photocopying (black and white – colour not available)	£0.10p per sheet (actual charge)
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Statutory Fee</b>	None applicable	
<b>Other</b>	Not all requests for information are free of charge. Section 12 of the Freedom of Information Act makes provision for a council to charge for information exceeding the cost limit threshold – currently £450 for a parish/town council. Staff time is calculated at a flat rate of £25 per hour in accordance with current guidelines. This is a maximum of 18 hours work for one or a series of linked requests. For more information see the Information Commissioner’s website <a href="https://ico.org.uk/">https://ico.org.uk/</a>	

Revised September 2023