

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)
Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts) Current information only		
Who's who on the Council Currently the Council has no committees or subcommittees	See Contact details for Clerk and Council members	
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 (www.stalmineparishcouncil.org) 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 and two lengthsman.	Further information from the Clerk	
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		
Annual return form and report by auditor	Available on the Council's website (www.stalmineparishcouncil.org) or contact the Clerk	
Finalised budget	Contact the Clerk	
Precept	Contained within the minutes of the precept setting meeting available on the website (www.stalmineparishcouncil.org) or contact the Clerk	
Borrowing Approval letter — The Council currently has a short term loan from Wyre Borough Council that will be repaid by 5 April 2018	Contact the clerk	
Financial Standing Orders and Regulations	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	Contact the Clerk	
Class 3 – What our priorities are and how we are doing (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 (www.stalmineparishcouncil.org) or contact the Clerk	
Quality status (now Local Council Award Scheme) The Council is not pursuing the new Local Council Award Scheme		
Local charters drawn up in accordance with CLG guidelines There are Town and Parish charters with both Lancashire County Council and Wyre Council	Contact the Clerk.	
Parish Plan The Council does not have a Parish Plan		
Class 4 – How we make decisions (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 (www.stalmineparishcouncil.org) or contact the Clerk	
Agendas of meetings (as above)	Available on the Council's website (www.stalmineparishcouncil.org) or contact the Clerk	
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Available on the Council's website (www.stalmineparishcouncil.org) or contact the Clerk	

Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Available on the Council's website (www.stalmineparishcouncil.org) or contact the Clerk	
Responses to consultation papers	Contact the Clerk	
Responses to planning applications Contained within the minutes of each meeting and notified to Wyre Council	Available in the minutes of the meetings on the Council's website (www.stalmineparishcouncil.org) or contact the Clerk	
Bye-laws The Council does not currently have any byelaws	.	
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only		
Policies and procedures for the conduct of council business: Procedural standing orders Committee and sub-committee terms of reference (there are no committees or subcommittees) Delegated authority in respect of officers (there is no delegated authority in respect of officers) Code of Conduct Policy statements	A number of documents are available on the Council's website (www.stalmineparishcouncil.org) or 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 Health and safety policy Recruitment policies (including current vacancies) Policies and procedures for handling requests for information	Contact the Clerk Contact the Clerk Contact the Clerk Contact the Clerk Contact the Clerk Available on the Council's website (www.stalmineparishcouncil.org) or contact the Clerk	

Complaints procedures (including those covering requests for information and operating the publication scheme)		
Information security policy	Contact the Clerk	
Records management policies (records retention, destruction and archive)	Contact the Clerk	
Data protection policies — The Parish Council is Registered under the Data Protection Act.	Contact the Clerk	
Schedule of charges for the publication of information)	Shown at the end of this document	
Class 6 – Lists and Registers		
Currently maintained lists and registers only		
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	Copy of principal authority's electoral register for the parish is held — visual inspection only	
Assets Register	Available on the Council's website (www.stalmineparishcouncil.org) 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 (www.stalmineparishcouncil.org) or contact the Clerk	
Register of gifts and hospitality	Contact the Clerk - visual inspection only	
Class 7 – The services we offer		
(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only		
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 playzone 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 three bus shelters, one situated on A588 opposite Moss House Lane, one on Hall Gate Lane outside the Seven Stars and the third on Carr Lane at the junction with Ned's Lane	
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		
Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above		

Contact details:

Alison May Clerk and Responsible Financial Officer, c/o 98 Pilling Lane, Preesall, Poulton le Fylde FY6 0HG
07880 657761
stalminepc@gmail.com

www.stalmineparishcouncil.org – contact form

Revised March 2018

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 nd class
Statutory Fee	None applicable	
Other	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 https://ico.org.uk/	
--	---	--

Revised March 2018