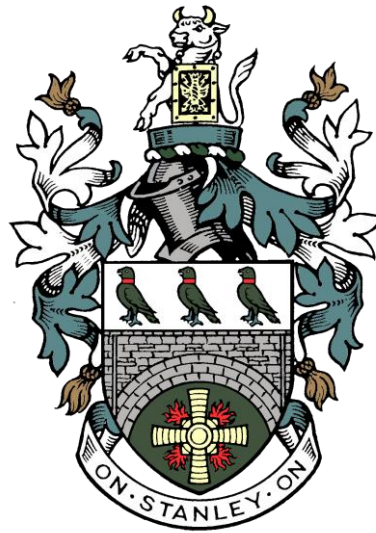


# PUBLICATION SCHEME



**STANLEY TOWN COUNCIL**

Civic Hall, Front Street, Stanley DH90N

<b>Information to be published</b>	<b>How the information can be obtained</b>	<b>Cost</b>
<p><b>Class1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts)</p> <p>This will be current information only.</p> <p>N.B. Councils should already be publishing as much information as possible about how they can be contacted.</p>	Website	Nil
Who's who on the Council and its Committees	Website	Nil
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website	Nil
Location of main Council office and accessibility details	Website	Nil
Staffing structure	Website	Nil
<p><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)</p> <p>Current and previous financial year as a minimum</p>	(hard copy or website)	
Annual return form and report by auditor	Website	Nil

Finalised budget	Website	Nil
Precept	Website	Nil
Borrowing Approval letter	Website	Nil
Financial Standing Orders and Regulations	Website	Nil
Grants given and received	Website	Nil
List of current contracts awarded and value of contract	Website	Nil
Members' allowances and expenses	N/A	N/A
<p><b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)</p> <p>Current and previous year as a minimum</p>	(hard copy or website)	
Parish Plan (current and previous year as a minimum)	Website	Nil
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Website	Nil
Quality status	Website	Nil
Local charters drawn up in accordance with DCLG guidelines	Website	Nil
<p><b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions)</p> <p>Current and previous council year as a minimum</p>	(hard copy or website)	

Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	Website	Nil
Agendas of meetings (as above)	Website	Nil
Minutes of meetings (as above) – n.b. this will exclude information that is properly regarded as private to the meeting.	Website	Nil
Reports presented to council meetings – n.b. this will exclude information that is properly regarded as private to the meeting.	Website	Nil
Responses to consultation papers	Website	Nil
Responses to planning applications	Website	Nil
Bye-laws	Website	Nil
<b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities)  Current information only	(hard copy or website)	
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	Website	Nil
Policies and procedures for the provision of services and about the employment of staff:	Website	Nil

Internal instructions to staff and 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 Complaints procedures (including those covering requests for information and operating the publication scheme)		
Information security policy	Website	Nil
Records management policies (records retention, destruction and archive)	Website	Nil
Data protection policies	Website	Nil
Schedule of charges (for the publication of information)	Website	Nil
<b>Class 6 – Lists and Registers</b>		
Currently maintained lists and registers only	(hard copy or website; some information may only be available by inspection)	
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	Website	Nil
Assets register	Website	Nil
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)	Website	Nil
Register of members' interests	Website	Nil
Register of gifts and hospitality	Website	Nil

<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)</p> <p>Current information only</p>	<p>(hard copy or website; some information may only be available by inspection)</p>	
Allotments	N/A	
Burial grounds and closed churchyards	N/A	
Community centres and village halls	Website	Nil
Parks, playing fields and recreational facilities	N/A	
Seating, litter bins, clocks, memorials and lighting	Website	Nil
Bus shelters	N/A	
Markets	N/A	
Public conveniences	N/A	
Agency agreements	Website	Nil
Services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	N/A	
<p><b>Additional Information</b> This will provide Councils with the opportunity to publish information that is not itemised in the lists above</p>		

**Contact details:**

The Town Clerk  
Stanley Town Council  
Stanley Civic Hall  
Front Street  
Stanley  
DH9 0NA

SCHEDULE OF CHARGES

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

Information available via the Councils website will be made available at no cost.