

# ST STEPHEN PARISH COUNCIL

In the District of St. Albans, County of Hertfordshire



<b>Information available</b>	<b>How the information can be obtained</b>	<b>Cost</b>
<b>Who we are and what we do</b> <i>Current information only</i>		
Who's who on the Council and its Committees	<i>Website Hard copy – contact Clerk</i>	<i>Free 10p/sheet</i>
Contact details for Parish Clerk and Council members	<i>Website Hard copy – contact Clerk</i>	<i>Free Free</i>
Representation on outside organisations	<i>Website Hard copy – contact Clerk</i>	<i>Free 10p/sheet</i>
Location of main Council office and accessibility details	<i>Website Hard copy – contact Clerk</i>	<i>Free Free</i>
Staffing structure	<i>Website Hard copy – contact Clerk</i>	<i>Free 10p/sheet</i>
<b>What we spend and how we spend it</b> <i>Current and previous financial year</i>		
Annual return form and report by auditor	<i>Hard copy – contact Clerk</i>	<i>10p/sheet</i>
Finalised budget	<i>Hard copy – contact Clerk</i>	<i>10p/sheet</i>
Precept	<i>Website Hard copy – contact Clerk</i>	<i>Free 10p/sheet</i>
Borrowing Approval letter	<i>Hard copy – contact Clerk</i>	<i>10p/sheet</i>
Financial Standing Orders and Regulations	<i>Hard copy – contact Clerk</i>	<i>10p/sheet</i>
Grants given and received	<i>Hard copy – contact Clerk</i>	<i>10p/sheet</i>
Members' allowances and expenses	<i>Hard copy – contact Clerk</i>	<i>10p/sheet</i>

<b>What our priorities are and how we are doing</b>		
Annual Report to Parish Meeting ( <i>current and previous year</i> )	Website Hard copy – contact Clerk	Free 10p/sheet
Council's Aims ( <i>current year</i> )	Website Hard copy – contact Clerk	Free 10p/sheet
<b>How we make decisions</b> <i>Current and previous council year</i>		
Timetable of meetings ( <i>Council, committee and parish meetings</i> )	Website ( <i>current year</i> ) Hard copy – contact Clerk	Free 10p/sheet
Agendas of meetings ( <i>as above</i> )	Hard copy ( <i>while stocks last</i> ) –leaflet holder Hard copy – contact Clerk	Free 10p/sheet
Minutes of meetings ( <i>as above</i> )	Website Hard copy ( <i>while stocks last</i> ) – available from the leaflet holder outside the Parish Office Hard copy – contact Clerk	Free Free 10p/sheet
Reports presented to council meetings	Hard copy – contact Clerk	10p/sheet
Responses to consultation papers	Hard copy – contact Clerk	10p/sheet
Responses to planning applications	Website Hard copy – contact Clerk	Free 10p/sheet
Bye-laws	Hard copy – contact Clerk	10p/sheet

<b>Our policies and procedures</b> <i>Current information only</i>		
Policies and procedures for the conduct of council business: Procedural standing orders Committee terms of reference Code of Conduct Policy statements	<i>Hard copy – contact Clerk</i>	<i>10p/sheet</i>
Policies and procedures for the provision of services: Health and safety policy Child protection policy	<i>Hard copy – contact Clerk</i>	<i>10p/sheet</i>
Customer feedback (use of facilities)	<i>Website Hard copy – available from the leaflet holder outside the Parish Office and Greenwood Park Community Centre</i>	<i>Free Free</i>
Complaints procedure	<i>Hard copy – contact Clerk</i>	<i>10p/sheet</i>
Records management policy	<i>Hard copy – contact Clerk</i>	<i>10p/sheet</i>
Schedule of charges (for the publication of information)	<i>Website Hard copy – contact Clerk</i>	<i>Free 10p/sheet</i>
<b>Lists and Registers</b> <i>Currently maintained lists and registers only</i>		
Assets Register	<i>Hard copy – contact Clerk</i>	<i>10p/sheet</i>
Register of members' interests	<i>Available for inspection by appointment – contact Clerk</i>	
Register of gifts and hospitality	<i>Available for inspection by appointment – contact Clerk</i>	

<b>The services we offer</b>		
<i>Current information only</i>		
Allotments	Website Hard copy – contact Clerk	Free Free
Community centres and village halls	Website Hard copy – available from the leaflet holder outside the Parish Office	Free Free
Parks, playing fields and recreational facilities	Website	Free
Seating	Hard copy – contact Clerk	10p/sheet
Bus shelters	Hard copy – contact Clerk	10p/sheet
War memorial	Website	Free
Football and cricket	Website Hard copy – contact Clerk	Free Free
Gate licence	Hard copy – contact Clerk	10p/sheet
<b>Additional Information</b>		
Quarterly parish newsletter ( <i>current</i> )	Website Hard copy ( <i>while stocks last</i> ) – available from the leaflet holder outside the Parish Office	Free Free

**Contact details:**

Clerk to the Council: Juliet Pienaar  
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The Parish Centre  
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Website: [www.ststephenparishcouncil.gov.uk](http://www.ststephenparishcouncil.gov.uk)

**The parish office is open Monday to Friday from 10am to 1pm.**

## SCHEDULE OF CHARGES

<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b>BASIS OF CHARGE</b>
<b>Disbursement cost</b>	Photocopying @ 10p per sheet (black & white)	Cost
	Photocopying @ 15p per sheet (colour)	Cost
	Postage	Royal Mail standard 2 <sup>nd</sup> class
	Packaging	Cost