

ST STEPHEN PARISH COUNCIL

In the District of St. Albans, County of Hertfordshire



Information available	How the information can be obtained	Cost
Who we are and what we do <i>Current information only</i>		
Who's who on the Council and its Committees	<i>Website</i> <i>Hard copy – contact Clerk</i>	<i>Free</i> <i>10p/sheet</i>
Contact details for Parish Clerk and Council members	<i>Website</i> <i>Hard copy – contact Clerk</i>	<i>Free</i> <i>Free</i>
Representation on outside organisations	<i>Website</i> <i>Hard copy – contact Clerk</i>	<i>Free</i> <i>10p/sheet</i>
Location of main Council office and accessibility details	<i>Website</i> <i>Hard copy – contact Clerk</i>	<i>Free</i> <i>Free</i>
Staffing structure	<i>Website</i> <i>Hard copy – contact Clerk</i>	<i>Free</i> <i>10p/sheet</i>
What we spend and how we spend it <i>Current and previous financial year</i>		
Annual return and report by auditor	<i>Website</i> <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</i> <i>Hard copy – contact Clerk</i>	<i>Free</i> <i>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>Website</i> <i>Hard copy – contact Clerk</i>	<i>Free</i> <i>10p/sheet</i>

Members' allowances and expenses	Website Hard copy – contact Clerk	Free 10p/sheet
What our priorities are and how we are doing		
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
How we make decisions <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>)	Website 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

Our policies and procedures		
<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>Hard copy – contact Clerk</i> <i>Hard copy – contact Clerk</i> <i>Website</i> <i>Hard copy – contact Clerk</i>	<i>10p/sheet</i> <i>10p/sheet</i> <i>10p/sheet</i> <i>Free</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 forms (use of facilities)	<i>Website</i> <i>Hard copy – available from the leaflet holder outside the Parish Office and Greenwood Park Community Centre</i>	<i>Free</i> <i>Free</i>
Complaints procedure	<i>Website</i> <i>Hard copy – contact Clerk</i>	<i>Free</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</i> <i>Hard copy – contact Clerk</i>	<i>Free</i> <i>10p/sheet</i>
Lists and Registers		
<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>Website</i>	<i>Free</i>

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

Contact details:

Clerk to the Council: Juliet Pienaar
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Website: www.ststephenparishcouncil.gov.uk

The parish office is open Monday to Friday from 9am to 5pm.

SCHEDULE OF CHARGES

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