

## Information available from Walton Parish Council under the model publication scheme

Information to be published	How the information can be obtained	Cost
<p><b>Class 1 – Who we are and what we do</b></p> <p>The Parish of Walton consists of 2 Wards and representation is as follows: Ward 1 – 5 Parish Councillors, Ward 2 – 6 Parish Councillors</p>	<p>Paper copy available from the Clerk</p> <p>Or</p>	<p>10p per photocopied sheet</p>
<p>An up to date list of Parish Councillors including the present Chair and Deputy are available on the two Parish Council notice boards and its website which includes their contact details and that of the Clerk to the Council.</p>	<p>information posted on the Parish Council website: - <a href="http://www.waltonpc.org.uk">www.waltonpc.org.uk</a></p>	
<p>In addition the Council has four Committees - Planning, Audit, Donations and Village Betterment Committee. Details of membership of these Committee's is available from the Clerk to the Council</p>		
<p>Council Office: There is no Council Office.</p> <p>Correspondence address: 31 Farnham Close, Appleton, Warrington, Cheshire, WA4 3BG.</p> <p>The Clerk can be contacted by telephone, corresponding to the above address or by emailing <a href="mailto:waltonpcclerk@yahoo.co.uk">waltonpcclerk@yahoo.co.uk</a></p>		

<p>Parish Meetings held on the 1<sup>st</sup> Thursday of each month (except August) at St. John's Community Church Hall, Old Chester Road, Higher Walton, Warrington.</p> <p>In view of the part time status, the Clerk will endeavour to return any call or respond to an email within 24 hours.</p>		
<p>Staff – Part time Clerk (7 hours per week).</p>		
<p><b>Class 2 – What we spend and how we spend it</b></p> <p>The Parish Council prepares/finalises a Budget for Income and Expenditure for the subsequent financial year commencing on 1 April during the previous December/January to enable a Precept request to be submitted to Warrington Borough Council. The Income and Expenditure report is then updated with actual figures monthly prior to completion of the Year End Accounts as at 31 March. The Year End Accounts are then transferred onto the required Annual Return which is subsequently checked by both an independent Internal Auditor and the appointed External Auditor.</p>	<p>Paper copy available from the Clerk</p>	<p>10p per photocopied sheet</p>
<p>The finances of the Parish Council are managed in line with the agreed Financial Regulations subject to changes resolved on an ad-hoc basis at Parish Council meetings.</p>		
<p>Financial information including details of grants provided is contained in the Minutes of the Monthly Meetings of the Parish Council and the Village Betterment Committee, along with monthly reports</p>	<p>Paper copy from the Clerk information posted on the Parish Council website: - <a href="http://www.waltonpc.org.uk">www.waltonpc.org.uk</a></p>	<p>10p per photocopied sheet</p>

<p><b>Class 3 – What our priorities are and how we are doing</b>  The Parish Council primarily operates from a standard monthly agenda augmented by initiatives by Members, local residents and external communications received including consultation papers plus annual items.</p>	<p>Paper copy of all written items available from the Clerk.</p>	<p>10p per photocopied sheet</p>
<p>A summary of work undertaken each year is provided at the Annual Parish Meeting normally held in April which is subsequently minuted.</p>	<p>Paper copy available from the Clerk or information posted on the Parish Council website</p>	<p>10p per photocopied sheet</p>

## Class 4 – How we make decisions

Decisions by the Parish Council and approval of the recommendations by its Planning Committee, Village Betterment Committee, Donations Committee and Audit Committee are undertaken at the Monthly Parish Council meeting. Minutes of all meetings prior to the Monthly meeting are circulated to Members for approval at the following Parish Council meeting.

The Planning Committee reviews as a Consultee details of all planning applications received from Warrington Borough Council that affect the Parish. Observations/recommendations on each application are included on a Report and notified to the Borough Council with these subsequently approved at the following Parish Council meeting.

A copy of the most recent Parish Council Monthly meeting and Village Betterment Committee minutes are available on the website though paper copies of all can be provided as required.

The Parish Council meets on the first Thursday of each month excluding August commencing at 7.30pm in St. John's Community Church Hall. The Planning Committee, Village Betterment Committee, Audit Committee and Donations Committee meet as and when required.

The Agenda for the Monthly Parish Council meeting is sent out to Members prior to the meetings.

Notices of the Monthly Parish Council meeting are placed on the two Parish Council owned notice boards and at Stockton Heath Library.

Paper copy of Minutes available from the Parish Clerk with the most recent approved Minutes posted on the Parish Council website

10p per photocopied sheet


<p><b>Class 5 – Our policies and procedures</b></p> <p>The Parish Council operates in accordance with its Standing Orders and Financial Regulations. The Members obligations are as detailed in The Model Code of Conduct in accordance with The Local Authorities (Model Code of Conduct) Order 2012.</p> <p>The Clerk is employed on the basis of a written and accepted contract. Recruitment if the Clerk's position becomes vacant is undertaken through advertisement of the post.</p>	<p>Paper copies of both Orders available from the Parish Clerk &amp; on website</p>	<p>10p per photocopied sheet</p>
<p><b>Class 6 – Lists and Registers</b></p> <p>Assets Register</p> <p>Members' Registration of Interests</p> <p>Copies of Planning Applications affecting the Parish received from Warrington Borough Council.</p>	<p>Paper copies available from the Clerk</p> <p>Copy available from Clerk &amp; on website.</p> <p>Available to view on WBC</p>	<p>10p per photocopied sheet</p>

	website	
<b>Class 7 – The Services We Offer</b>		
<p>Parish Council owned land:</p> <p>Parcel of Land SE side of Worsley Road Walton (QEII Walton Playground) – Deeds available for full details of land owned.</p> <p>Parish Warden (Volunteer) – Part time Warden to primarily tidy up areas in and around Walton Village.</p> <p>Parish Newsletter – Normally issued twice a year</p> <p>8 Barrels/flower beds spread around the Parish planted up with summer/winter displays.</p> <p>9 Seating benches situated around the Parish – 7 owned and 2 leased</p> <p>Bus shelter situated in Walton Village</p> <p><b>Additional Information</b>  A triangle piece of land in Walton Village – A Statutory Declaration made in December 2013 to put a claim on this land so that in 12 years from this date the Council would be able to register the area in the name of the Parish Council. Copies of Declaration also held by Alistair Brown of Forshaws, Davis, Ridgway Solicitors</p>	<p>Land Certificate/Deed of Grant available for viewing by contact with Clerk.</p> <p>Paper copy distributed to as many homes as possible, latest issue available on the Website.</p> <p>Copies of Declaration on both Parish Notice Boards &amp; held by the Clerk</p>	<p>No Charge</p>

**Contact details:**

Tel Parish Clerk 01925 264201/07801 472083

Email: [waltonpcclerk@yahoo.co.uk](mailto:waltonpcclerk@yahoo.co.uk)

Web: [www.waltonpc.org.uk](http://www.waltonpc.org.uk)

**Correspondence -**

The Clerk to the Council

31 Farnham Close

Appleton

Warrington WA4 3BG

**SCHEDULE OF CHARGES**

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

<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b>BASIS OF CHARGE</b>
<b>Disbursement cost</b>	Photocopying @ 10p per sheet (black & white)	Actual cost *
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Statutory Fee</b>		In accordance with the relevant legislation (quote the actual statute)
<b>Other</b>	Assessed/agreed on information required	

\* the actual cost incurred by the public authority





