

## Information available from Appleton Parish Council under the Publication Scheme, adopted on 20<sup>th</sup> July 2021

| Information available   | How the information can be obtained  | Cost                             |
|---|--|----------------------------------|
| <p><b>Class1 - Who we are and what we do</b></p>  |  |                                  |
| <p>The Parish of Appleton consists of Wards and representation is as follows:<br/>                     Thorn Ward – Two Parish Councillors.<br/>                     Hillcliffe North Ward – One Parish Councillor<br/>                     Cobbs &amp; Hillcliffe Ward – Ten Parish Councillors.</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, St. Cross Church, Appleton Thorn notice board and the Parish Council website which include their contact details and that of the Clerk to the Council.</p> <p>In addition, the Council has three Committees – Planning Committee, Environment Committee and Finance &amp; General Purposes Committee. Details of membership of these committees are available from the Clerk to the Council.</p> <p>Council Office – Appleton Parish Hall, Dudlow Green Road, Appleton, Warrington, Cheshire WA4 5EQ</p> <p>Part time office so recommended appointments are made by telephoning 01925 268153 or email <a href="mailto:clerk@appletonpc.org.uk">clerk@appletonpc.org.uk</a>.</p> <p>Staff – In addition to the part time Clerk, the Council also employs on a part time basis an Assistant Clerk, a Hall Booking Secretary/Caretaker and a Parish Ranger.</p> | <p>Paper copy available from the Parish Office</p> <p>or</p> <p>information posted on the Parish Council website: - <a href="http://www.appletonpc.co.uk">www.appletonpc.co.uk</a></p> | <p>12p per photocopied sheet</p> |

| <b>Class 2 – What we spend and how we spend it</b>  |  |                                  |
|---|--|----------------------------------|
| <p>The Parish Council is funded by a precept which is added to the council tax levied on each property in the Parish. The amount of the precept is agreed each year by the Parish Councillors at the annual budget setting meeting held each year.</p> <p>The Parish Council prepares/finalises a Budget for Receipts and Payments 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 Receipts and Payments report is then updated with monthly/year to date actual figures 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>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>Paper copy available from the Parish Office</p> | <p>12p per photocopied sheet</p> |

| <b>Class 3 – What our priorities are and how we are doing</b>   |   |   |
|---|---|---|
| <p>The Parish Council's priorities are:</p> <ol style="list-style-type: none"> <li>1. Representing the views and concerns of local people.</li> <li>2. Manage the assets and finances, spending wisely.</li> <li>3. Comment on the planning process ensuring that the Green Belt remains.</li> <li>4. Support community initiatives.</li> <li>5. Monitor and comment on the policies and activities of other bodies (both public and private) that might affect Appleton and Appleton Thorn.</li> <li>6. Other priorities that, from time to time, are be agreed by the Parish Council.</li> </ol> <p>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>A summary of work undertaken each year is provided at the Annual Parish Meeting normally held in April.</p> <p>All meetings are reported in the subsequent minutes and published on the Parish Council web site.</p> | <p>Paper copy of all written items available from the Parish Office.</p> <p>Paper copy available from the Parish Office or information posted on the Parish Council website until it is replaced by the following year's minutes.</p> | <p>12p per photocopied sheet</p> <p>12p per photocopied sheet</p> |

| <b>Class 4 – How we make decisions</b>  |  |                                  |
|---|--|----------------------------------|
| <p>Decisions by the Parish Council or confirmation of recommendations by its Committees are undertaken at the Monthly Parish Council meeting. These decisions are minuted with the Minutes of the previous month's meeting circulated to Members for approval at the following Parish Council meeting. A copy of the approved previous Parish Council Monthly meeting minutes are available on the website for two months though paper copies can be provided as required.</p> <p>The Parish Council meets on the third Tuesday of each month excluding August commencing at 7.30pm with the Planning Committee meeting beforehand at 7pm. In addition, the Parish Council has Environment and Finance &amp; General Purposes Committees that meet as required.</p> <p>The Agenda for the Monthly Parish Council meeting is sent out prior to the meeting and is published on the Parish Council website. The Planning Committee reviews as a Consultee details of all planning applications received from Warrington Borough Council that affect the Parish making recommendations for subsequent approval at the later Parish Council meeting.</p> <p>Notices for the meetings are placed on the two Parish Council owned notice boards and St. Cross Church, Appleton Thorn notice board with the one provided at the Parish Hall detailing the full meeting agenda.</p> | <p>Minutes are posted on the Parish Council website, prior to this archived at Chester Records Office.</p> | <p>12p per photocopied sheet</p> |

|   |   |                           |
|---|---|---------------------------|
| <b>Class 5 – Our policies and procedures</b>  |   |                           |
| The Parish Council operates in accordance with its Standing Orders. The Members obligations are as detailed in The Model Code of Conduct in accordance with The Local Authorities (Model Code of Conduct) Order 2007. | Paper copies of both Orders available at the Parish Council Office. | 12p per photocopied sheet |
| All staff are employed on the basis of their written and accepted contracts. Recruitment for vacant positions is undertaken in house, if appropriate, or through advertisement of the post.                           |   |                           |
| <b>Class 6 – Lists and Registers</b>  |   |                           |
| Asset Register  | Paper copy available from the Parish Office                         | 12p per photocopied sheet |
| Members' Register of Interests  | Available via the Parish Council's website.                         |                           |
| Details of Gifts and Hospitality received by Members  | Paper copy available from the Parish Office                         | 12p per photocopied sheet |
| Copies of Planning Applications affecting the Parish received from Warrington Borough Council.  | Can be viewed on Warrington Borough Council website.                |                           |

|  |   |            |
|--|---|------------|
| <b>Class 7 – The services we offer</b>   |   |            |
| Parish Hall available for hire for suitable functions  |   |            |
| Parish Office – Part time office so recommended appointments are made by telephoning 01925 268153.   |   |            |
| Parish Ranger Service – Part time Ranger employed to primarily provide additional litter clearance though available for other small tasks.   |   |            |
| Parish Newsletter – Normally issued twice a year   | Paper copy distributed to as many homes as possible, latest issue available on the Website and notice boards in the Parish. | No Charge  |
| Welcome to Appleton information booklet  | Available online or at Parish Council Office  | No charge. |
| Three bus shelters located at Lumb Brook Road, Wright's Green (brick built), Bridge Lane – Wood Lane stop and B5356, Appleton Thorn Village Hall stop (owned by Warrington Borough Council but maintained by Appleton Parish Council). |   |            |
| 5 Green Grit Bins located throughout the Parish  |   |            |
| Planters on Bridge Lane  |   |            |
| Seating – Five Millennium benches: Lily Pit and Bus Shelter - Wright's Green, Thorn Tree - Appleton Thorn, Lychgate and Warren Drive/London Road junction.   |   |            |
| Volunteer Library at Appleton Parish Hall (Tuesday 10am to 12noon)   |   |            |
| Walks in Appleton Parish leaflet   | Paper copy available for a charge and issue available through the Website.  | £2.50      |

|   |  |  |
|---|--|--|
| <b>Additional Information</b><br>This will provide Councils with the opportunity to publish information that is not itemised in the lists above |  |  |
|   |  |  |
| <b>None</b>   |  |  |

### Contact details:

The Clerk to the Council  
 Appleton Parish Council  
 Dudlow Green Road  
 Appleton  
 Warrington WA4 5EQ

Tel/Fax: 01925 268153  
 Email: [clerk@appletonpc.org.uk](mailto:clerk@appletonpc.org.uk)  
 Web: [www.appletonpc.org.uk](http://www.appletonpc.org.uk)

### 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 @ 12p per sheet (black & white) | Actual cost  |
|                          | Postage                                      | Actual cost of Royal Mail standard 2 <sup>nd</sup> class |
| <b>Statutory Fee</b>     | N/a  | In accordance with the relevant legislation.             |
| <b>Other</b>             | Assessed/agreed on information required.     |  |