WEST QUANTOXHEAD PARISH COUNCIL

Publication Scheme

Information to be published	How the information can be obtained	Cost (per sheet)
Class1 - Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only	West Quantoxhead Parish Council Website www.westquantoxheadpc.co.uk or email clerk@westquantoxheadparish.gov.uk	Free / printed copy from 10p
Who's who on the Council and its Committees	Website and Clerk	Free / printed copy from 10p
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address)	Website, Clerk and noticeboard	Free / printed copy from 10p
Location of main Council office and accessibility details	Website and Clerk	Free / printed copy from 10p
Staffing structure	Website and Clerk	Free / printed copy from 10p
Class 2 – What we spend and how we spend it (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit) Current and previous financial year as a minimum	(hard copy and/or website)	
Annual return form and report by auditor	Website and Clerk	Free / printed copy from 10p
Finalised budget	Website and Clerk	Free / printed copy from 10p
Precept	Website and Clerk	Free / printed copy from 10p
Financial Standing Orders and Regulations	Website and Clerk	Free / printed copy from 10p
Grants given and received	Website and Clerk	Free / printed copy from 10p
List of current contracts awarded and value of contract	Clerk	Printed copy from 10p

Members' allowances and expenses	N/A	N/A
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)		
Parish Plan (current and previous year as a minimum)	N/A	N/A
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Website and Clerk	Free / printed copy from 10p
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum		
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Website and Clerk	Free / printed copy from 10p
Agendas of meetings (as above)	Website and Noticeboard	Free / printed copy from 10p
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Website and Clerk	Free / printed copy from 10p
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Website and Clerk	Free / printed copy from 10p
Responses to consultation papers	Hard Copy	Printed copy from 10p
Responses to planning applications (Council minutes/SC website)	Website and Clerk	Free / printed copy from 10p
Bye-laws	N/A	N/A
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only		

Policies and procedures for the conduct of council business: Procedural standing orders Delegated authority in respect of officers Code of Conduct Policy statements	Website and Clerk	Free / printed copy from 10p
Policies and procedures for the provision of services and about the employment of staff: Internal 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) Data protection policy	Clerk	Free / printed copy from 10p
Records management policies (records retention, destruction and archive)	Clerk	Printed copy from 10p
Class 6 – Lists and Registers 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)	Clerk	Printed copy from 10p
Assets Register	Website and Clerk	Free / printed copy from 10p
Register of members' interests	SC Council Website and Clerk	Free / printed copy from 10p
Register of gifts and hospitality	Clerk	Printed copy from 10p

Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only	(hard copy or website; some information may only be available by inspection)	
Allotments	N/A	
Bleed Kit	Clerk	Printed copy from 10p
Burial grounds and closed churchyards	N/A	
Community centres and village halls	N/A	
Defibrillator	Clerk	Printed copy from 10p
Parks, playing fields and recreational facilities	N/A	
Seating, litter bins, Salt Bins,	Clerk	Printed copy from 10p
Bus shelters	Clerk	Printed copy from 10p
Markets	N/A	
Public conveniences	N/A	
Agency agreements	N/A	
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	N/A	

Contact details:

Mrs Michelle Francis (Parish Clerk), Wibble Farm, Williton, Somerset, TA4 4DD

Email: clerk@westquantoxheadparish.gov.uk

Exempt Material

Personal information relating to Councillors (other than required to be declared in the Members' Register of Interests
Personal information relating to employees
Tenders and bids from contractors and suppliers

Note: Data Protection Legislation prohibits the publication of certain categories of information

SCHEDULE OF CHARGES

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

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 10p per sheet (black & white)	Actual cost 10p
	Photocopying @ 25p per sheet (colour)	Actual cost 25p
	Postage	Actual cost of Royal Mail standard 2nd class
Other	A search of archived records	£50 per search
	Copies of documents held at the library or Somerset Archives	Actual library or archive cost