

Information available from West Buckland Parish Council under the model publication scheme

Information to be published	How the information can be obtained	Cost
<p>Class1 - Who we are and what we do</p> <p>Organisational information, structures, locations and contacts</p> <p>This will be current information only</p>	<p>hard copy or by email from the Parish Clerk</p> <p>parish website</p>	<p>See costs schedule below</p>
<p>Who's who on the Council</p>	<p>hard copy or by email from the Parish Clerk</p> <p>parish website</p> <p>Parish Council notice board</p>	
<p>Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))</p>	<p>hard copy or by email from the Parish Clerk</p> <p>parish website</p> <p>Parish Council notice board</p>	
<p>Staffing structure</p>	<p>hard copy or by email from the Parish Clerk</p> <p>parish website</p>	

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 or by email from the Parish Clerk parish website	See costs schedule below
Annual return form and report by internal auditor	hard copy or by email from the Parish Clerk parish website	
Finalised budget	hard copy or by email from the Parish Clerk	
Precept	hard copy or by email from the Parish Clerk parish website	
Borrowing Approval letter	None	
Financial Standing Orders and Regulations	hard copy or by email from the Parish Clerk	
Grants given and received	hard copy or by email from the Parish Clerk	
List of current contracts awarded and value of contract	hard copy or by email from the Parish Clerk	
Members' allowances and expenses	No allowances Expenses – hard copy or email from the Parish Clerk	
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)	hard copy or by email from the Parish Clerk	See costs schedule below

Parish Plan (current and previous year as a minimum)	No Parish Plan	
Annual Report to Parish Meeting (current and previous year as a minimum)	hard copy or by email from the Parish Clerk parish website	
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum	hard copy or by email from the Parish Clerk	See costs schedule below
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	hard copy or by email from the Parish Clerk parish website	
Agendas of meetings (as above)	hard copy or by email from the Parish Clerk parish website	
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	hard copy or by email from the Parish Clerk parish website	
Reports presented to council meetings – nb this will exclude information that is properly regarded as private to the meeting.	hard copy or by email from the Parish Clerk	
Responses to consultation papers	hard copy or by email from the Parish Clerk Contained within minutes on parish website	
Responses to planning applications	hard copy or by email from the Parish Clerk Contained within minutes on parish website	
Bye-laws	No bye-laws	

<p>Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information only</p>	<p>hard copy or by email from the Parish Clerk</p>	<p>See costs schedule below</p>
<p>Policies and procedures for the conduct of council business:</p> <p>Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements</p>	<p>hard copy or by email from the Parish Clerk parish website</p> <p>No committees or sub-committees</p>	
<p>Policies and procedures for the provision of services and about the employment of staff:</p> <p>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)</p>	<p>hard copy or by email from the Parish Clerk</p>	
<p>Data Protection Policy</p>	<p>hard copy or by email from the Parish Clerk parish website</p>	
<p>Records management policies (records retention, destruction and archive)</p>	<p>Contained within Data Protection Policy</p>	
<p>Schedule of charges (for the publication of information)</p>		
<p>Class 6 – Lists and Registers</p>	<p>(hard copy or website; some information may only be</p>	<p>See costs schedule</p>

Currently maintained lists and registers only	available by inspection)	below
Assets Register	hard copy or by email from the Parish Clerk parish website	
Disclosure log (indicating the information that has been provided in response to requests; recommended as good practice, but may not be held by parish councils)	hard copy or by email from the Parish Clerk	
Register of members' interests	hard copy or by email from the Parish Clerk link on parish website to Taunton Deane Borough Council website	
Register of gifts and hospitality	hard copy or by email from the Parish Clerk	
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 email from the parish clerk; some information may only be available by inspection)	See costs schedule below
Allotments	No allotments	
Burial grounds and closed churchyards	No burial grounds	
Community centres and village halls	Not responsibility of Parish Council	
Playing fields and recreational facilities	hard copy or by email from the Parish Clerk parish website	
Seating, litter bins, clocks, memorials and lighting	hard copy or by email from the Parish Clerk	
Bus shelters	No bus shelters	
Markets	No markets	
Public conveniences	No public conveniences	

Agency agreements	No agency agreements	
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	None	
Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above	None	

Contact details: Mrs Jill Larcombe, Clerk
6 The Old School
Chapel Street
Tiverton
EX16 6ND

Telephone no: 018884 252647

email: westbucklandclerk@gmail.com

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)	Base on computer printing
	Photocopying @ .20p per sheet (colour)	Based on computer printing
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)