

**INFORMATION AVAILABLE FROM WESTERLEIGH PARISH COUNCIL
UNDER THE MODEL PUBLICATION SCHEME**

Information to be published	How the information can be obtained	Cost
Class 1 – who we are and what we do		Documents
Who's who on the Council and its Committees	Website/ hard copy contact Clerk	are free to
Contact details for Parish Clerk and Council members	Website/ hard copy contact Clerk	Download.
Staffing structure	Website/ hard copy contact Clerk	Hardcopy will
		incur a cost of
Class 2 – what we spend and how we spend it		20P per sheet
Annual return form and report by auditor	Hard copy contact Clerk	plus postage.
Finalised budget	Website/ hard copy contact Clerk	
Precept	Website/ hard copy contact Clerk	
Borrowing Approval Letter	N/A to this Council	
Financial Standing Orders and Regulations	Website/ hard copy contact Clerk	
Grants given and received	Website/ hard copy contact Clerk	
List of current contracts awarded and value of contract	Hard copy contact Clerk	
Members allowances and expenses	Hard copy contact Clerk	
Class 3 – what our priorities are and how we are doing		
Parish Plan (still in planning stage)	Contact Clerk for steering group details	
Annual Report to Parish or Community Meeting	Website/ hard copy contact Clerk	
Quality Status	N/A to this Council	
Local Charters drawn up in accordance with DCLG guidelines	N/A to this Council	
Class 4 – how we make decisions		
Timetable of meetings	Website/ hard copy contact Clerk	
Agendas of meetings	Website/ hard copy contact Clerk	
Minutes of meetings	Website/ hard copy contact Clerk	

Reports presented to council meetings	Hard copy contact Clerk	
Responses to consultation papers	Hard copy contact Clerk	
Responses to planning applications	Website/ hard copy contact Clerk	
Bye-laws	N/A to this Council	
Class 5 – our policies and procedures		
Policies and procedures for the conduct of council businesses:		
Procedural standing orders	Website/ hard copy contact Clerk	
Committee and sub-committee terms of reference	Website/ hard copy contact Clerk	
Delegated authority in respect of officers	N/A to this Council	
Code of Conduct	Website/ hard copy contact Clerk	
Policy statements	Website/ hard copy contact Clerk	
Policies and procedures for the provision of services and about the employment of staff:		
Internal policies relating to the delivery of services	N/A to this Council	
Equality and diversity policy	Website/hard copy contact Clerk	
Health and safety policy	Website/hard copy contact Clerk	
Recruitment policies (including current vacancies)	Website/hard copy contact Clerk	
Policies and procedures for handling requests for information		
Complaints procedures	Website/hard copy contact Clerk	
Information security policy	N/A to this Council	
Records management policies (record retention, destruction and archive)	Website/hard copy contact Clerk	
Data protection policies	Website/hard copy contact Clerk	
Schedule of charges (for the publication of information)	Website/hard copy contact Clerk	
Class 6 – lists and registers		
Any publicly available register or list	Hard copy contact Clerk	
Assets register	Website/ hard copy contact Clerk	
Disclosure log	Hard copy contact Clerk	

Register of members interests	Hard copy contact Clerk	
Register of gifts and hospitality	Hard copy contact Clerk	
Class 7 – the services we offer		
Allotments	N/A to this Council	
Burial grounds and closed churchyards	N/A to this Council	
Community centres and village halls	N/A to this Council	
Parks, playing fields and recreation facilities	Hard copy contact Clerk	
Seating, litter bins, clocks memorials and lighting	Hard copy contact Clerk	
Markets	N/A to this Council	
Public conveniences	N/A to this Council	
Agency agreements	N/A to this Council	

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