

# Westbury Sub Mendip Parish Council

## PUBLICATION SCHEME

Adopted: - 3<sup>rd</sup> May 2023

Westbury Sub Mendip Parish Council commit to ensure at all times that information is available and transparent in accordance with the Local Government Transparency code 2015.

Information available from Westbury Sub Mendip Parish Council under the model publication scheme is listed below. The documents can be inspected at a mutually convenient date and time and/or can be accessed from the council's website: [www.westburysubmendip-pc.gov.uk](http://www.westburysubmendip-pc.gov.uk)

Information published	How the information can be obtained
<b>Class 1 – Who we are and what we do</b>	
Organisational information, structures, locations and contracts. Current information only.	
Who's who on the Council, plus a list of Parish Council Appointments	Website and hard copy
Contact Details for Parish Clerk and Council Members Named contacts with email addresses.	Website and hard copy
<b>Class 2 – What we spend and how we spend it</b>	
Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit. Current and previous year as a minimum	
Annual return form and report by auditor	Website and hard copy
Finalised budget	Website and hard copy
Precept	Hard Copy
Financial Standing Orders and Regulations	Website and Hard Copy
Grants given and received, included with appropriate minutes	Hard Copy
List of current contracts awarded and value of contract	Hard Copy
Members' expenses	Hard Copy
<b>Class 3 – What our priorities are and how we are doing</b>	
Strategies and plans, performance indicators, inspections and reviews	
Parish Plan	N/A
Village Design Statement	N/A
Annual Report to Parish or Community Meeting	Website and hard copy
<b>Class 4 – How we make a decision</b>	
Decision making processes and records of decisions. Current and previous year as a minimum	
Details of Parish Council Meetings	Website and hard copy
Agendas of Meetings	Website and hard copy
Minutes of Meetings	Website and hard copy
Reports presented to council meetings	Hard Copy
Responses to consultation paper	Hard Copy
Responses to Planning Applications	Hard Copy and on Somerset Council Website

<b>Class 5 – Our policies and procedures</b> Current written protocols, policies and procedures for delivering our services and responsibilities. Current information only.	
Policies and procedures for the conduct of council business: Including Standing Orders detailing delegated authority, Financial Regulations, Code of Conduct and other Policy statements	Website and hard copy
Policies and procedures for the provision of services and about the employment of staff: Complaints procedures	Website and hard copy
Schedule of charges for requests for information	Contained in this policy
<b>Class 6 – List and Registers</b> Currently maintained lists and registers only	
Any publicly available register or list, if any are held should be publicised	Website and hard copy
Assets Register	Website and hard copy
Register of Members Interests	Link on Website to Somerset Council website
<b>Class 7 – The services we offer</b> Information about the services we offer including leaflets, guidance and newsletters produced for the public and businesses. Current information only	
Seating, Litter Bins, Memorials and Lighting	Details on request
Bus Shelters	Details on request
A summary of services for which the council is entitled to recover a fee, together with those fees	Details on request
<b>Additional Information</b>	

## Contact Details

Parish Clerk: Parish Clerk  
 Westbury Sub Mendip Parish Council  
 Email [clerk@westburysubmendip-pc.gov.uk](mailto:clerk@westburysubmendip-pc.gov.uk)  
 Website [www.westburysubmendip-pc.gov.uk](http://www.westburysubmendip-pc.gov.uk)

## Charges

Photocopying – 50p per A4 sheet (Black and white)  
 Postage – Actual cost of Royal Mail standard 2<sup>nd</sup> class  
 Both costs payable in advance

Website – free