

WELLOW PARISH COUNCIL

Publication scheme

Information available from Wellow 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 <http://wellowparish.info>

Information published	How the information can be obtained
Class 1- Who we are and what we do	
Organisational information, structures, locations and contacts. Current information only.	
Who 's who on the Council List of Members, Working parties and Committees	Website and hard copy
Contact details for Parish Clerk and Council members. Named contacts where possible with email address and a telephone number for the Chairman	Website and hard copy
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.	
Annual return form and report by auditor	Website, hard copy, noticeboard
Finalised budget	Hard copy
Precept	Hard copy
Financial Standing Orders and Regulations	Website and hard copy
Grants given and received	Website and hard copy
List of payments/current contracts awarded and value of contract	Website and hard copy
Member's expenses	Hard copy
Class 3 – What our priorities are and how we are doing	
Strategies and plans, performance indicators, audits, inspections and reviews	
Parish Plan	Website, newsletter and hard copy
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Hard copy
Class 4 – How we make decisions	
Decisions making processes and records of decisions. Current and previous council year as a minimum	
Timetable of meetings Council and Parish meetings	Website, newsletter and hard copy
Agendas of meetings	Website and hard copy
Minutes of meetings -nb this will exclude information that is properly regarded as private to the meeting	Website and hard copy
Reports presented to council meetings nb this will exclude information that is properly regarded as private to the meeting	Hard copy
Responses to consultation papers	Hard copy
Responses to planning applications	Available on BANES Council planning portal

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: <ul style="list-style-type: none"> • Procedural standing orders detailing delegated authority and terms of reference • Code of Conduct • Policy statements • Welcome pack 	Website and hard copy
Policies and procedures for the provision of services and about the employments of staff: <ul style="list-style-type: none"> • Complaints procedures 	Hard copy
Schedule of charges for the publication of information	Contained in this policy
Class 6 – Lists and Registers	
Currently maintained lists and registers only	
Any publicly available register or list If any are held this should be publicised	Hard copy or website; some only by inspection
Assets Register	Website and Hard copy
Register of Members Interests	Website and hard copy
Register of gifts and hospitality	Detailed on member's registers of interest as above
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.	
Parks, playing fields and recreational facilities	Website and/pr hard copy. Some information may only be available by inspection.
Seating, litter bins and lighting	

CONTACT DETAILS:

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CHARGES:

Printing - £1 per document (black and white)

emailing and website -free