

Information available from Winscombe & Sandford Parish Council under the model publication scheme

Information to be published	How the information can be obtained	Cost
Who we are and what we do		
Who's who on the Council and its Committees	Website hard copy notice-board	Free 10p free
Contact details for Parish Clerk and Council members	Website hard copy notice-board	Free 10p free
Location of main Council office, files and accessibility details	Website hard copy notice-board	Free 10p free
Staffing structure	view	Free
What we spend and how we spend it (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)		
Annual return form and report by auditor	Website hard copy notice-board	Free 10p free
Finalised budget	hard copy	10p

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Precept	hard copy	10p
Borrowing Approval letter	Hard copy	10p
Financial Standing Orders and Regulations	hard copy	10p
Grants given and received	hard copy	10p
List of current contracts awarded and value of contract	Hard copy	10p
What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)		
Parish Plan	Website	free
Annual Report to Parish Meeting	Hardcopy	free
How we make decisions (Decision making processes and records of decisions)		
Timetable of meetings (Council, committee meetings and parish meetings)	Website hard copy notice-board	Free 10p free
Agendas of meetings	Website hard copy notice-board	Free 10p free

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Minutes of meetings – nb this will exclude information that is properly regarded as private to the meeting.	Website hard copy	Free 10p
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Hard copy	10p
Responses to consultation papers	Hard copy	10p
Responses to planning applications	NSC Website hard copy	Free 10p
Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)		
<p>Policies and procedures for the conduct of council business:</p> <p>Procedural Standing Orders Committee and sub-committee and advisory group terms of reference Delegated authority in respect of officers Code of Conduct for Winscombe & Sandford Parish Council Policy statements Complaints procedure</p>	Hard Copy	10p per sheet
<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</p>	Hard copy	10p per sheet

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Lists and Registers		
Any publicly available register or list	view	free
Asset Register	Hard copy	10p
Register of members' interests	View NSC website	Free free
Register of gifts and hospitality	View	free
The services we offer		
Allotments	View	free
Cemetery	View	free
Parks, playing fields and recreational facilities	View	Free
Seating, litter bins and lighting	View	Free
Bus shelters	View	Free
Public conveniences	View	Free
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Hard copy	10p
Additional Information	none	

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Contact details: Mrs L Rampton,
Clerk to the Parish Council,
Winscombe & Sandford Parish Council,
The Parish Office,
Winscombe Community Centre,
11 Sandford Road,
Winscombe,
N. Somerset
BS25 1JA

Tel: 01934 844257

Fax 01934 844292

email: winscombepc@lineone.net

In person Monday and Thursday between 10 am and 12 noon (or by appointment outside these hours)

SCHEDULE OF CHARGES

This describes how the charges have been arrived at.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying	Actual cost
	10p per sheet (black & white)	4p excluding paper
	20p per sheet (colour)	8p excluding paper
	Postage	Actual cost