

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

Information to be published	How the information can be obtained
<b>Who we are and what we do</b>	
Who's who on the Council and its Committees	Website hard copy notice-board
Contact details for Parish Clerk and Council members	Website hard copy notice-board
Location of main Council office, and accessibility details	Website hard copy notice-board
Staffing structure	Hard copy
<b>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 financial year as a minimum	hard copy
Annual return form and report by auditor	Website hard copy notice-board
Finalised budget	hard copy
Precept	hard copy

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Borrowing Approval letter	Hard copy
Financial Standing Orders and Regulations	Hard copy
Grants given and received	Hard copy
List of current contracts awarded and value of contract	Hard copy
Members' expenses	Hard copy
Members' allowances	Not applicable
<b>What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)	
Parish Plan	Website
Annual Report to Parish Meeting	Hardcopy
Quality status	Not applicable
Local charters drawn up in accordance with DCLG guidelines	Not applicable
<b>How we make decisions</b> (Decision making processes and records of decisions)	
Current and previous council year as a minimum	Hard copy
Timetable of meetings (Council, committee meetings and parish meetings)	Website hard copy

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	notice-board
Agendas of meetings (Council, committee meetings and parish meetings)	Website hard copy notice-board
Minutes of meetings – nb this will exclude information that is properly regarded as private to the meeting.	Website 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	NSC Website Hard copy
<b>Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities)  Current information only	Hard copy
Policies and procedures for the conduct of council business:  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	Hard copy  Hard Copy & website Hard Copy & website Hard copy Hard Copy & website Hard copy
Policies and procedures for the provision of services and about the employment of staff Internal policies relating to the delivery of services Equality and Diversity policy Health and Safety policy Recruitment policies (including current vacancies)	Hard copy Hard copy Hard copy Hard copy Hard copy

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Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme) Information security policy Records management policies (records retention, destruction and archive)	Hard copy  Hard copy Hard copy Hard copy
<b>Lists and Registers</b>	
Currently maintained lists and registers only	(hard copy or website; some information may only be available by inspection)
Any publicly available register or list	Hard copy
Asset Register	Hard copy
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
Register of members' interests	Hard copy and website
Register of gifts and hospitality	Hard copy
<b>The services we offer</b>	
Allotments	View
Cemetery	View
Parks, playing fields and recreational facilities	View
Seating, litter bins and lighting	View
Bus shelters	View
Public conveniences	View
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Hard copy and website
<b>Additional Information</b>	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      **email:** [clerk@winscombeandsandford-pc.gov.uk](mailto:clerk@winscombeandsandford-pc.gov.uk)

## SCHEDULE OF CHARGES

- (i) One copy of any available document will be supplied free of charge to any resident within the Parish of Winscombe and Sandford
- (ii) Multiple copies of any available document will be supplied to any resident within the Civic Parish of Winscombe and Sandford on payment of the actual cost of copying and postage.
- (iii) Any single copy of any available document, or multiple copies of same, will only be provided to any resident outside the Parish of Winscombe and Sandford or to any company or corporate body, on payment of a sum not exceeding £25.00 for administrative expenses plus the actual cost of copying and postage.