

# Weston Beggard Parish Council Publication Scheme

Information to be published	How the information can be obtained	Cost
<p><b>Class1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts)</p> <p>This will be current information only</p> <p>N.B. Councils should already be publishing as much information as possible about how they can be contacted.</p>	<p>(hard copy and/or website)</p> <p>From the Parish Council Clerk</p>	<p>Hard Copy 10 pence per sheet</p>
Who's who on the Council and its Committees	From the Clerk or Web Site Weston Beggard Parish Council	Hard Copy 10 pence per sheet
Contact details for Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Parish Notice Boards Web Site Weston Beggard Parish Council	F.O.C.
Location of main Council Office and accessibility details	Parish Clerk: Hadleigh, Bishops Frome, Worcester, WR6 5AP <a href="mailto:clerk@westonbeggard.org">clerk@westonbeggard.org</a> Web Site Weston Beggard Parish Council	
Staffing structure		
Clerk & RFO to the Council	Mrs. E. Thomas	
<p><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)</p> <p>Current and previous financial year as a minimum</p>	<p>(hard copy and/or website)</p> <p>From the Parish Council Clerk or on the Web Site Weston Beggard Parish Council</p>	<p>Hard Copy 10pence per sheet</p>
Annual return form and report by auditor	From the Clerk	£5.00
Finalised budget	From the Clerk	10 pence per sheet
Precept	From the Clerk	10 pence per sheet
Borrowing Approval letter	N/A	N/A

Financial Standing Orders and Regulations	From the Clerk	10 pence per sheet
Grants given and received	From the Clerk	10 pence per sheet
List of current contracts awarded and value of contract	From the Clerk	10 pence per sheet
Members' allowances and expenses	From the Clerk	10 pence per sheet
<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)	(hard copy or website)	
Community Plan (current and previous year as a minimum)	From the Clerk	10 pence per sheet
Local charters drawn up in accordance with WAG, OVW & WLGA guidelines	N/A	N/A
<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions) Current and previous council year as a minimum	(hard copy or website)	
Timetable of meetings (Council, any committee/sub-committee meetings and community meetings)	From the Clerk, Parish Notice Boards, Web Site	Hard Copy 10 pence per sheet
Agendas of meetings (as above)	From the Clerk, Parish Notice Boards, Web Site	Hard Copy 10 pence per sheet
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	From the Clerk, Parish Notice Boards, Web Site	Hard Copy 10 pence per sheet
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	From the Clerk, Parish Notice Boards, Web Site	10 pence per sheet
Responses to consultation papers where available	From the Clerk	10 pence per sheet
Responses to planning applications	Parish Council Clerk, Minutes of meetings, Web Site	10 pence per sheet
Bye-laws	Information from the Parish Council Clerk	

<p><b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information only</p>	(hard copy or website)	
<p>Policies and procedures for the conduct of council business:</p> <p>Procedural Standing Orders Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy Statements</p>	Hard Copies available on request from the Clerk	10 pence 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 Equality and diversity policy Health and safety policy Recruitment policies (including current vacancies) Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme)</p>	Standard NALC approved models	10 pence per sheet
<p>Information security policy</p>	As per Herefordshire Council See their Web Site	F.O.C.
<p>Records management policies (records retention, destruction and archive)</p>	As per Herefordshire Council See their Web Site	F.O.C.
<p>Data protection policies</p>	National registered	10 pence per sheet
<p>Schedule of charges (for the publication of information)</p>	From the Clerk	10 pence per sheet
<p><b>Class 6 – Lists and Registers</b> Currently maintained lists and registers only</p>	(hard copy or website; some information may only be available by inspection)	

Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	From the Clerk	10 pence per sheet
Assets Register	From the Clerk	10 pence per sheet
Disclosure log (indicating the information that has been provided in response to requests; recommended as good practice, but may not be held by community councils)	From the Clerk	10 pence per sheet
Register of members' interests	From the Clerk	10 pence per sheet
Register of gifts and hospitality	From the Clerk	10 pence per sheet
<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	(hard copy or website; some information may only be available by inspection)	
Allotments	N/A	
Burial grounds and closed churchyards	N/A	
Community centres and village halls	N/A	
Parks, playing fields and recreational facilities	N/A	
Seating, litter bins, clocks, memorials and lighting	N/A	
Bus shelters	N/A	
Markets	N/A	
Public conveniences	N/A	
Agency agreements	N/A	
A summary of services for which the council is entitled to recover a fee, together with those fees (eg burial fees)	N/A	
<b>Additional Information</b> This will provide Councils with the opportunity to publish information that is not itemised in the lists above		

**Contact details:**  
SCHEDULE OF CHARGES

This describes how the charges have been arrived at and should be published as part of the guide.

<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b>BASIS OF CHARGE</b>
<b>Disbursement cost</b>	Photocopying @ .10p per sheet (black & white)	Actual cost 10p*
	Photocopying @ 25p per sheet (colour)	Actual cost 25p*
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Statutory Fee</b>		In accordance with the relevant legislation (quote the actual statute)
<b>Other</b>		

\* the actual cost incurred by the public authority