

Information available from Witham Friary Parish Council
under the Model Publication Scheme

Information to be published	How information can be obtained	Cost
Class 1 Who we are and what we do <i>(Organisational information, structures, locations and contacts)</i>	Website	
Who's who on the Council and its Committees	Website Available from Clerk upon request in writing	15p per page
Contact details for the Parish Clerk and Council Members	Website Available from Clerk upon request in writing	15p per page
Staffing structure	Part-time Clerk	
Class 2 -What we spend and how we spend it <i>(Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit) current and previous financial year</i>		
Annual return form and report by auditor	Available from Clerk upon request in writing	15p per page
Finalised budget	Available from Clerk upon request in writing	15p per page
Precept	Available from Clerk upon request in writing	15p per page
Financial standing Order and Regulations	Available from Clerk upon request in writing	15p per page
Grants given and received	Website (minutes) Available from Clerk upon request in writing	15p per page
List of current contracts awarded and value of contract	Available from Clerk upon request in writing	15p per page
Members' allowances and expenses	Available from Clerk upon request in writing	15p per page
Class 3 – what our priorities and how we are doing? <i>(Strategies, plans, performance indicators, audits inspections and reviews)</i>		
Parish Plan	No current plan	
Annual Report to Parish or Community Meeting (current and previous year)	Website (minutes) Available from Clerk upon request in writing	
Quality Status	Not applied for	
Local charters drawn up in accordance with DCLG guidelines	None	
Class 4 How we make decisions <i>(Decision making processes and records of decisions)</i>		

Current and previous year		
Agendas of meetings	Website Noticeboard – 3 clear days before meeting Available from Clerk upon request in writing	Free 15p per page
Minutes of meetings NB this will exclude information that is properly regarded as private to the meeting	Website Available from Clerk upon request in writing	
Reports presented to Council meetings – NB this will include information that is properly regarded as private to the meeting	Available from Clerk upon request in writing	
Responses to consultation papers	Available from Clerk upon request in writing	
Responses to planning applications	Website (minutes) Available from Clerk upon request in writing	
Bye- Laws	None at present	
Class 5 – Our Policies and Procedures <i>(Current written protocols, policies and procedures) Current information only</i>		
Policies and procedures for the conduct of council business Procedural standing orders Committee and subcommittee terms of reference Delegated authority in respect of officers Code of Conduct Policy Statements	Currently being worked on during the remainder of 2021/22 and will be available from the Clerk upon request in writing early 2022	15p per copy
Policies and procedures for the provision of services and about the employment of staff Internal policies relating to the delivery of services Health and safety Policy Recruitment policies (including current vacancies) Complaints procedures	Aim to Answer enquires within 3 working days and resolve within 14 days Conform to Health & Safety directives Refer to Clerk within written request Under Development	15p per page 15p per page 15p per page
Information Security Policy	Website Under Development	
Records Management Policies (records, retention, destruction and archive)	Under Development	
Data Protection Policies	Under Development	

Schedule of charges (for the publication of information)	Attached to this document	
Class 6 List and Registers <i>(Currently maintained lists and registers only)</i>		
Assets Register	None	
Disclosure log	None	
Register of members' interests	On MDC website Available from the Clerk upon request in writing	Free 15p per page
Register of gifts and hospitality	Available from the Clerk upon request in writing	15p per page
Class 7 – The services we offer <i>(Information about the services we offer, including leaflets, guidance, and newsletter produced for the public and businesses) Current information only</i>		
Allotments	Not applicable	
Burial grounds and closed churchyards	Not applicable	
Community centres and village halls	Apply to Witham Friary Village Hall	
Parks, playing fields, and recreational facilities	Available from Clerk upon request in writing	
Bus shelter	Available from Clerk upon request in writing	
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	

Contact details, Clerk to Witham Friary Parish Council

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Schedule of charges

Type of Charge	Description	Basis of Charge
Disbursement Cost	Photocopying at 15p per A4 sheet (black and white)	Actual cost incurred by the Parish Council
	Photocopying at 75p per A4 sheet (colour)	Actual cost incurred by the Parish Council
	Postage	Actual Cost of Royal Mail 2 nd class
	Packaging per item	Actual Cost

NB plans submitted for Planning Applications may be viewed at Mendip District Council