

Guide to information available from Wiveliscombe Parish Council under the model publication scheme

Information to be published	How the information can be obtained	Cost
<p>Who we are and what we do</p> <ul style="list-style-type: none"> • Names and addresses, telephone numbers and email addresses of Parish Clerk and Councillors • Council Committees and WPC Representatives 	<p>Website and Noticeboards or Hard Copy from Clerk</p>	<p>5p per A4 sheet</p>
<p>What we spend and how we spend it</p> <ul style="list-style-type: none"> • Annual return form and report by auditor • Finalised budget • Precept • Financial Standing Orders and Regulations • Grants given and received 	<p>Hard Copy from Clerk Website Website Hard Copy from Clerk Hard Copy from Clerk (Also available within Minutes on Website)</p>	<p>5p per A4 sheet 5p per A4 sheet</p>
<p>What our priorities are and how we are doing</p> <ul style="list-style-type: none"> • 10 Parishes Community Plan • Annual Report to Parish Meeting 	<p>Website Website</p>	

<p>How we make decisions</p> <ul style="list-style-type: none"> • Timetable of meetings • Agendas of meetings • Minutes of meetings • Reports presented to council meetings • Responses to consultation papers • Responses to planning applications 	<p>Website Website, Notice Board Website Website within minutes Website within minutes Website within minutes</p>	
<p>Our policies and procedures</p> <ul style="list-style-type: none"> • Procedural standing orders • Code of Conduct 	<p>Hard Copy from Clerk</p>	<p>5p per A4 sheet</p>
<p>Lists and Registers</p> <ul style="list-style-type: none"> • Assets register • Register of members' interests 	<p>Hard Copy from Clerk</p>	<p>5p per A4 sheet</p>

Contact details: Parish Clerk: Bryan Howe, 43 Alexandra Road, Minehead, TA24 5DR
Tel: 01643 704963 email: parishclerk@wiveliscombe.com

Schedule of charges:

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 5p per sheet (black & white)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class

