

Information available from Westerleigh & Coalpit Heath Parish Council under the model publication scheme

Information to be published	How the information can be obtained	Cost
Class1 - Who we are and what we do (Organisational information, structures, locations and contacts)	(hard copy: contact the Clerk, or website)	
Who's who on the Council and its Committees	Website - free	Hard copy 10p per sheet plus postage
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website - free	Hard copy 10p per sheet plus postage
Location of main Council office and accessibility details	Website - free	Hard copy 10p per sheet plus postage
Staffing structure	Website - free	Hard copy 10p per sheet plus postage
Class 2 – What we spend and how we spend it (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)	(hard copy: contact the Clerk, or website)	
Current and previous financial year as a minimum		
Annual return form and report by auditor	Website - free	Hard copy 10p plus postage per sheet

Finalised budget	Website - free	Hard copy 10p per sheet plus postage
Precept	Website - free	Hard copy 10p per sheet plus postage
Borrowing Approval letter	Request from Clerk	Free
Financial Standing Orders and Regulations	Website - free	Hard copy 10p per sheet plus postage
Grants given and received	Website - free	Hard copy 10p per sheet plus postage
List of current contracts awarded and value of contract	Request from Clerk	Free
Members' allowances and expenses	Request from Clerk	Free
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)	(hard copy: contact the Clerk, or website)	
Current and previous year as a minimum		
Parish Plan (current and previous year as a minimum)	n/a to this Council	
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Website - free	Hard copy 10p per sheet plus postage
Quality status	n/a to this Council	
Local charters drawn up in accordance with DCLG guidelines	n/a to this Council	
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum	(hard copy: contact the Clerk, or website)	

Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	Website - free	Hard copy 10p per sheet plus postage
Agendas of meetings (as above)	Website & noticeboards - free	Hard copy 10p per sheet plus postage
Minutes of meetings (as above) – n.b. this will exclude information that is properly regarded as private to the meeting.	Website - free	Hard copy 10p per sheet plus postage
Reports presented to council meetings – n.b. this will exclude information that is properly regarded as private to the meeting.	Request from Clerk	Free
Responses to consultation papers	Website - free	Hard copy 10p per sheet plus postage
Responses to planning applications	Website - free	Hard copy 10p per sheet plus postage
Bye-laws	n/a	
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)	(hard copy: contact the Clerk, or website)	
Current information only		
Policies and procedures for the conduct of council business: Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements	Website - free	Hard copy 10p per sheet plus postage

Policies and procedures for the provision of services and about the employment of staff: Internal instructions to staff and 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)	Website - free	Hard copy 10p per sheet plus postage
Information security policy	Website - free	Hard copy 10p per sheet plus postage
Records management policies (records retention, destruction and archive)	Website - free	Hard copy 10p per sheet plus postage
Data protection policies	Website - free	Hard copy 10p per sheet plus postage
Schedule of charges (for the publication of information)	Website - free	Hard copy 10p per sheet plus postage
Class 6 – Lists and Registers Currently maintained lists and registers only	(hard copy: contact the Clerk, 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)	n/a to this Council	
Assets register	Website – free (included in annual accounts)	free

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)	n/a to this Council	
Register of members' interests	Website link to South Gloucestershire Council website - free	Hard copy 10p per sheet plus postage
Register of gifts and hospitality	n/a to this Council	
Class 7 – The services we offer (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 to this Council	
Burial grounds and closed churchyards	n/a to this Council	
Community centres and village halls	n/a to this Council	
Parks, playing fields and recreational facilities	Website - free	Hard copy 10p per sheet plus postage
Seating, litter bins, clocks, memorials and lighting	Request from Clerk	Free
Bus shelters	Request from Clerk	Free
Markets	n/a to this Council	
Public conveniences	n/a to this Council	
Agency agreements	n/a to this Council	
Services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	n/a to this Council	
Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above	n/a	

Contact details:

Westerleigh & Coalpit Heath Parish Council - correspondence address:

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SCHEDULE OF CHARGES

This describes how the charges have been arrived at.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 10p per sheet (black & white)	Actual cost*
	Photocopying @ 32p per sheet (colour)	Actual cost*
	Postage	Actual cost of Royal Mail standard 2 nd class*
Statutory Fee	N/A	In accordance with the relevant legislation (quote the actual statute)
Other	N/A	

* the actual cost incurred by the public authority

Date first adopted: 9th June 2025

Reviewed annually in June.