



WEST DEAN PARISH COUNCIL

PUBLICATION SCHEME

Information available from West Dean Parish Council under the Model Publication Scheme.

This document only covers the information we currently hold. If we do not hold some of the information listed below, we will mark it as 'not held' in the table.

Information to be published	How the information can be obtained	Cost
Class 1 -Who we are and what we do (Organisational information, structures, locations, and contacts) This will be current information only	Website (www.westdeanpc.org.uk) – All current. Hard copies – contact details on website and noticeboards.	All Free
List of Council members and their responsibilities as well as a list of Council Committees (structure chart) Details of any representation on local public bodies.	Request to Clerk, newsletter, website, Register of Interests & noticeboards	
Postal and email address. Contact details for Parish Clerk and Council members, including contact phone numbers and address.	Website & noticeboards Website & noticeboards	
Location of main Council office and accessibility details	Website & noticeboards	
Staffing structure	Clerk/RFO	

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) Current and previous financial year as a minimum	Website (www.westdeanpc.org.uk) Hard copies – contact details on website and noticeboards.	All Free
Statement of accounts and internal audit report in the format included in the Annual Return form.	Website	
Precept	Website	
All items of expenditure above £500	Website	
Financial Standing Orders and Regulations	Website	
Grants given and received	Website & newsletter	
List of current contracts awarded and value of contract	Request to Clerk/RFO	
Borrowing approval letter	N/A	
Members allowances and expenses – allowances are not applicable to WDPC	Request to Clerk/RFO	
Class 3 – what our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections, and reviews) Current and previous year as a minimum	Hard copies or arrangement to view	All Free
Annual Governance Statement in format included in the Annual return form	Website & hard copy	
Policies and Procedures for the conduct of business by the WDPC: - • Standing Orders • Financial Regulations • Terms of Reference for Committees • Code of Conduct • Scheme of Delegation • Communications Policy • Register of Interests • Procurement Policy • Privacy Notice • Other Policies and Procedures	All available on Website or hard copy on request	
Policies and procedures for the provision of services and about the employment of staff: -	All available on Website or hard copy on request	

• Equality & Diversity Policy • Health & Safety Policy • Complaints Policy & Procedure • Grievance Policy • Training & Development Policy • Disciplinary Policy • Whistleblowing Policy • Safeguarding Policy • Data Protection Policy • Other policies and procedures • Publication Scheme		
Parish Plan & Quality Status		
Annual Report to Parish Meeting	Website & hard copy	
Records Management, personal data, and access to information policies		
Include information security policies, records retention, destruction and archive policies, and data protection (including data sharing and CCTV usage)		
Class 4 – How we make decisions (Decision making process and records of decisions) Current and previous Council year as a minimum	Website	
Timetable of meetings – Council and its Committee's or Sub-Committee's	Website & Meetings Calendar	
Agendas and Minutes of previous of Meetings	Website & Meetings Calendar	
Reports to Council meetings, including consultations and planning application responses – excluding material that is properly considered to be exempt from disclosure	Website & Meetings Calendar	
Class 6 – Lists and Registers Currently maintained lists and registers only.	Website & hard copy – some may only be available for inspection	
Asset Register including details of public land and building assets.	Website & hard copy	
Disclosure log indicating the information provided in response to FOIA and EIR requests. These are recommended as good practice, but may not be held by Parish Council		
Register of Members Interests	Website & hard copy	

Register of gifts and hospitality	Hard copy	
Class 7 – the Services we offer (Information about the service we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only	Website & hard copies	
Allotments	N/A	
Burial grounds and closed churchyards	Website	
Services for which we are entitled to recover a fee and details of those fees (e.g. burial fees)	N/A	
Community centres and village halls	Website	
Parks, playing fields and recreational facilities	Website	
Seating, litter bins, clocks, memorials, and lighting	Website	
Bus shelters & Telephone kiosks	Website	
Markets	N/A	
Public conveniences	N/A	
Agency agreements	N/A	
Additional Information This will provide the Parish Council with the opportunity to publish information that is not itemised in the list above.		All free

Contact details for request for information: West Dean Parish Council, Clerk & Responsible Financial Officer, West Dean Centre, High Street, Bream, Lydney, Gloucestershire, GL15 6JW

Email:- admin@westdeanpc.org.uk

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