

WAYFORD PARISH COUNCIL

Guide to information made available by Wayford Parish Council under the model publication scheme.

All information is available from Sue Morley (Clerk to the Council), 43 Butts, Ilminster, TA19 0AY
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Information is published as follows:

Class 1 - Who we are and what we do (organisational information, structures, contacts)

- Who's who on the Council and its Committees if any
- Contact details for Clerk and Council members
- Location of Council office (Wayford does not have a separate exclusive office - work is carried out by the Clerk in her own home)
- Staffing structure (currently the Clerk is the only member of staff)

Class 2 - What we spend and how we spend it (financial information for current and previous financial year)

- Annual return form and report by auditor
- Finalised budget
- Precept
- Financial Regulations
- Grants given and received
- Current contracts awarded (if any)
- Members allowances and expenses (if any)

Class 3 - What our priorities are and how we are doing (strategies, plans and reviews)

- Chairman's Annual Report to the Parish (current and previous year)

NOTE: Wayford does not have a Parish Plan

Class 4 - How we make decisions (Process and record of decisions)

- Timetable of meetings
- Agendas of meetings
- Minutes of meetings (excluding any information that is properly regarded as private to the meeting)
- Reports presented to Council meetings (excluding any information that is properly regarded as private to the meeting)
- Responses to consultation papers (if in separate written form)
- Responses to planning applications
- By-laws (if any)

Class 5 - Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)

- Standing orders
- Responsibilities of individual Council members
- Code of Conduct

Class 6 - Lists and Registers

- Assets register
- Register of members interests (only available for inspection in person)
- Register of gifts and hospitality (if any)
- Register of Burials (available for inspection in person)

Class 7 - The services we offer

- Cemetery (schedule of fees available on request)
- Allotments (more information available on request)

Please contact the Clerk if you wish to request a copy of any of the above information.

Charges for documents are:

Hardcopies charged at 15p per sheet plus postage
Email copies free of charge