

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) Current information only	(hard copy: contact the Clerk, or website)	
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

<p>Policies and procedures for the provision of services and about the employment of staff:</p> <p>Internal instructions to staff and policies relating to the delivery of services</p> <p>Equality and diversity policy</p> <p>Health and safety policy</p> <p>Recruitment policies (including current vacancies)</p> <p>Policies and procedures for handling requests for information</p> <p>Complaints procedures (including those covering requests for information and operating the publication scheme)</p>	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
<p>Class 6 – Lists and Registers</p> <p>Currently maintained lists and registers only</p>	(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 adopted/ reviewed: 9th June 2025

Date of next review: June 2026