Information available from Selwood 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 Selwood Parish Council Who's who on the Council and its Committees. Contact details for Council members.	Website: https://selwoodparishcouncil.gov.uk/	
Contact details for Parish Clerk	Website: https://selwoodparishcouncil.gov.uk/contact-us	
Location of main Council office and accessibility details	Website: clerk@selwoodparishcouncil.gov.uk	
Staffing structure	N/A	
Class 2 – What we spend and how we spend it	Website: https://selwoodparishcouncil.gov.uk/parish-council/governance	
Annual return form and report by auditor		
Finalised budget		
Precept		
Borrowing Approval letter	N/A	
Financial Standing Orders and Regulations	Website: https://selwoodparishcouncil.gov.uk/parish-council/policy-and-procedures	

Grants given and received	Website – currently none	
List of current contracts awarded and value of contract	Website – Currently N/A	
Members' allowances and expenses	Website – Currently N/A	
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)		
Parish Plan (current and previous year's budgets as a minimum)	Website: https://selwoodparishcouncil.gov.uk/parish-council/governance	
Annual Report to Parish or Community Meeting	Website: https://selwoodparishcouncil.gov.uk/parish-council/agendas-and-minutes	
Quality status	N/A	
Local charters drawn up in accordance with DCLG guidelines	N/A	
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum		
Timetable of meetings (Council, any committee/sub-committee meetings)	Website: https://selwoodparishcouncil.gov.uk/parish-council/agendas-and-minutes	
Agendas of meetings (as above)	Website: https://selwoodparishcounci	

	l.gov.uk/parish-council/agendas-and-minutes	
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Website: https://selwoodparishcouncil.gov.uk/parish-council/agendas-and-minutes	
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Website: https://selwoodparishcouncil.gov.uk/parish-council/agendas-and-minutes	
Responses to consultation papers	Website: https://selwoodparishcouncil.gov.uk/parish-council/agendas-and-minutes	
Responses to planning applications	Website https://selwoodparishcouncil.gov.uk/parish-council/agendas-and-minutes & SC Planning website: https://publicaccess.mendip.gov.uk/online-applications/	
Bye-laws	Website – Currently N/A	
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)		

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: https://selwoodparishcouncil.gov.uk/parish-council/governance	
Policies and procedures for the provision of services and about the employment of staff: Internal 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: https://selwoodparishcouncil.gov.uk/parish-council/policy-and-procedures	
Information security policy	Website: https://selwoodparishcouncil.gov.uk/parish-council/policy-and-procedures	
Records management policies (records retention, destruction and archive)	Can be inspected by appointment	
Data protection policies	Website: https://selwoodparishcouncil.gov.uk/parish-	

	council/policy-and-procedures	
Schedule of charges (for the publication of information)	Information that can be photocopied without breaching copyright laws can be copied at the cost of [10p] per A4 sheet	
Class 6 – Lists and Registers Currently maintained lists and registers only	Website: https://selwoodparishcouncil.gov.uk/parish-council/governance	
Any publicly available register or list		
Assets Register		
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)	Can be inspected by appointment	
Register of members' interests	A link is on the website to SC Democratic Services	
Register of gifts and hospitality	N/A	
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		
Allotments	N/A	
Burial grounds and closed churchyards	N/A	
Community centres and village halls	Website: https://selwoodparishcounci	

	l.gov.uk/information-and-useful-links/news-and-events	
Parks, playing fields and recreational facilities	Website: N/A	
Seating, litter bins, clocks, memorials and lighting	Website: https://selwoodparishcouncil.gov.uk/information-and-useful-links/news-and-events	
Bus shelters	Website: N/A	
Markets	N/A	
Public conveniences	N/A	
Agency agreements	N/A	
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Website: https://selwoodparishcouncil.gov.uk/	
Additional Information		
Under Data Protection Legislation, the Council is required regularly to review the information that it keeps or to destroy that which does not form part of its official records. Residents wishing to inspect information are therefore requested to contact the Clerk to ensure that the information they require is still available.		

Contact details:

Clerk & RFO

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