

# WEMBDON PARISH COUNCIL

## Publication Scheme

This document sets out the information available about the Parish Council and how you can obtain a copy of it.

INFORMATION TO BE PUBLISHED	How the information can be obtained	Cost
<b>WHO WE ARE AND WHAT WE DO</b>		
Who's who on the Council and its Committees	Website Hard copy	Free Charge
Contact details for Parish Clerk and Council members	Website Hard copy	Free Charge
Location of Parish Files and accessibility details – via written request to the Clerk	In writing	
<b>WHAT WE SPEND AND HOW WE SPEND IT</b>		
Annual return form and report by auditor	Hard copy Website	Charge Free
Finalised budget and precept	Hard copy Website	Charge Free
Financial Standing Orders and Regulations	Hard copy Website	Charge Free
Grants given and received	Hard copy	Charge
List of current contracts awarded and value of contract	Hard copy	Charge

## WEMBDON PARISH COUNCIL

WHAT OUR PRIORITIES ARE AND HOW WE ARE DOING			
Neighbourhood Plan		Hard copy Website	Charge Free
Annual Report to Parish Meeting		Hard copy Website	Charge Free
HOW WE MAKE DECISIONS			
Timetable of meetings (Council and Committee meetings and Parish meetings)		Website Hard copy	Free Charge
Agendas for meetings		Website Hard copy Notice board	Free Charge Free
Minutes of meetings (other than confidential items)		Website Hard copy	Free Charge
Reports presented to meetings (other than confidential items)		Hard copy	Charge
Responses to consultation papers		Hard copy	Charge
Responses to planning applications		Website Hard copy	Free Charge

# WEMBDON PARISH COUNCIL

OUR POLICIES AND PROCEDURES		
Policies and procedures for the conduct of council business: Standing orders Code of Conduct for Parish Councillors Complaints procedure	Website Website Website	Free Free Free
Policies and procedures for the provision of services and about the employment of staff	Hard copy Website	Charge Free

LISTS AND REGISTERS		
Asset Register	Hard copy	Charge
Register of members' interests	Hard copy SDC website	Charge Free

THE SERVICES WE OFFER		
Allotments	Contact Clerk	Free
Parks, playing fields and recreational facilities	Contact Clerk	Free
Seating, litter bins, dog bins	Contact Clerk	Free

# WEMBDON PARISH COUNCIL

## CONTACT DETAILS FOR PARISH CLERK

Phone: 07359864310

Email: [clerk@wembdonparish.gov.uk](mailto:clerk@wembdonparish.gov.uk)

By letter:

9 Sloway Lane  
West Huntspill  
Somerset  
TA9 3RJ

## CHARGES

Where a charge is levied for a hard document, this will be based on 15p per sheet for black and white and 30p per sheet for colour copies. Any postage costs will be charged at actual cost.

This publication scheme was reviewed in October 2025.

End of publication scheme