

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
WHO WE ARE AND WHAT WE DO			
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		
WHAT WE SPEND AND HOW WE SPEND IT			
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

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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

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