

**WEEDON PARISH COUNCIL DOCUMENT PUBLICATION SCHEME**

**Adopted 18<sup>th</sup> September 2019**

Reviewed 21<sup>st</sup> May 2024

## Weedon Parish Council Publication Scheme

Information to be published	How the information can be obtained and its cost		
	Published on website freely available	By email from Clerk free of charge	Hard copy from Clerk at cost indicated
<b>Class 1 – Who we are and what we do</b> Organisational information, structures, locations and contacts <i>Current information only</i>			
Who's who on the Council and its Committees	√	√	10p a sheet plus postage cost
Contact details for Parish Clerk	√ Full details	√ Full details	10p a sheet plus postage cost
Contact details for Council members	√ Name and Register of Interests	√ Full details	10p a sheet plus postage cost
<b>Class 2 – What we spend and how we spend it</b> Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit <i>Current and previous financial year as a minimum</i>			
Annual return form and report by auditor	√	√	10p a sheet plus postage cost
Financial Regulations and Standing Orders	√	√	10p a sheet plus postage cost
Finalised Budget and Precept		√	10p a sheet plus postage cost
<b>Class 3 – Our priorities and how we are doing</b> Strategies, plans, performance indicators, audits, inspections, reviews			
Parish Plan (most recent – 2011)	√	√	£1 plus postage cost
Chairman's Annual Report to Parish Meeting (last 5 years)		√	10p a sheet plus postage cost

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Annual Newsletter (last 5 years)	√	√	£1 plus postage cost
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<b>Class 4 – How we make decisions</b> Decision making processes and records of decisions <i>Current and previous council year as a minimum</i>			
Timetable of meetings	√	√	10p a sheet plus postage cost
Agendas of meetings	√	√	10p a sheet plus postage cost
Minutes of meetings NB. Will exclude information that is properly regarded as private to the meeting.	√	√	10p a sheet plus postage cost
Reports presented to council meetings NB. Will exclude information that is properly regarded as private to the meeting.		√	10p a sheet plus postage cost
Responses to consultation papers		√	10p a sheet plus postage cost
Responses to planning applications		√	10p a sheet plus postage cost
<b>Class 5 – Our policies and procedures</b> Current written protocols, policies and procedures for delivering our services and responsibilities <i>Current information only</i>			
Policies and procedures for the conduct of council business, including Standing Orders, Financial Regulations, Code of Conduct, Information Policy, Privacy Policies, Risk Assessment,	√	√	10p a sheet plus postage cost

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Complaints Procedure, Equality & Diversity Policy			
<b>Information to be published</b>	<b>How the information can be obtained and its cost</b>		
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<b>Class 6 – Our Lists and Registers</b> <i>Currently maintained lists and registers only</i>			
Asset Register		√	10p a sheet plus postage cost
Register of Members' Interests	√	√	10p a sheet plus postage cost
Burial Register for the Chapel Graveyard	√	√	10p a sheet plus postage cost
Chapel Graveyard Lease	Available for inspection only. Apply to Clerk.		
Land Lease Bird's Acre	Available for inspection only. Apply to Clerk.		
<b>Class 7 – The services we offer</b> Information about the services we offer, including leaflets, guidance and newsletters produced for the public, and fee schedules where relevant <i>Current information only</i>			
Burial ground – the Chapel Graveyard Graveyard Regulations, Plans, List of Fees, Burial Register	√	√	10p a sheet plus postage cost
Village Park and Children's Playground Annual Inspection Report		√	10p a sheet plus postage cost
Seating, litter, dog waste and grit bins and street lighting Parish map with features marked		√	10p a sheet plus postage cost

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War Memorial and grounds Parish map with location marked		√	10p a sheet plus postage cost
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### Contact Details for email, hard copies and inspection

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### Schedule of Charges

This describes how the charges have been arrived at and should be published as part of the guide.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
<b>Disbursement cost</b>	<b>Photocopying/Printing @ 10p per sheet (black &amp; white)</b>	Copier/Printer fee, plus paper, time
	<b>Photocopying/Printing @ 25p per sheet (colour)</b>	Copier/Printer fee, plus paper, time
	<b>Postage</b> Actual cost incurred	Envelope, plus second-class postage *

\*the actual cost incurred by the public authority