

Information available from West Moors Parish Council under the model publication scheme

	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 - contact Clerk	Free 10p per sheet
Contact Details for Parish Clerk and Council Members	Website Notice boards Hard Copy - contact Clerk	Free Free 10p per sheet
Location of Council office and accessibility details	Website Hard Copy - contact Clerk	Free 10p per sheet
Staffing Structure	Hard copy - contact clerk	10p per sheet
What we spend and how we spend it		
Annual Return and auditor report	Hard Copy - contact clerk	10p per sheet
Finalised Budget	Website Hard Copy - contact Clerk	Free 10p per sheet
Precept	Website Hard Copy - contact Clerk	Free 10p per sheet
Borrowing Approval letter	not applicable	
Financial Standing Orders and Regulations	Hard Copy - contact clerk	10p per sheet
Grants given and received	Hard Copy - contact clerk	10p per sheet
List of current contracts awarded and value of contract	Hard Copy - contact clerk	10p per sheet
Members allowances and expenses	Hard Copy - contact clerk	10p per sheet
What our priorities are and how we are doing		
Parish Plan	Website Hard Copy - contact Clerk	Free Free while stocks last
Parish Council Annual Report	Website Hard Copy - contact Clerk	Free 10p per sheet
Quality Status	not applicable	
Local Charters drawn up in accordance with DCLG guidelines	not applicable	
How we make decisions		
Time table of Meetings	Website Notice boards Hard Copy - contact Clerk	Free Free 10p per sheet
Agendas of meetings	Website Notice boards Hard Copy - contact Clerk	Free Free 10p per sheet
Minutes of meetings	Website Hard Copy - contact Clerk	Free 10p per sheet
Reports presented to the Council	Hard copy - contact Clerk	10p per sheet
Responses to Consultation papers	Hard copy - contact Clerk	10p per sheet
Responses to Planning Applications	Website Hard Copy - contact Clerk	Free 10p per sheet
Bye-laws	not applicable	
Our Polices and procedures		
Policies and procedures for the conduct of council business:		

Procedural Standing Orders	Hard copy - contact Clerk	10p per sheet
Committee/sub committee terms of reference	Hard copy - contact Clerk	10p per sheet
Delegated Authority in respect of officers	Hard copy - contact Clerk	10p per sheet
Code of Conduct	Hard copy - contact Clerk	10p per sheet
Policy Statements	Hard copy - contact Clerk	10p per sheet
Policies and Procedures for the provision of services and about the employment of staff:		
<del>Internal policies relating to the delivery of services</del>	not applicable	
<del>Equality and diversity policy</del>	not applicable	
Health and Safety policy	Hard copy - contact Clerk	
<del>Recruitment policies</del>	not applicable	
<del>Polices and procedures for handling requests for information</del>	not applicable	
Complaints Procedures	Hard copy - contact Clerk	10p per sheet
<del>Information security policy</del>	not applicable	
Records management policy	Hard copy - contact Clerk	10p per sheet
<del>Data Protection policy</del>	not applicable	
Schedule of charges for the publication of information	Website Hard Copy - contact Clerk	Free 10p per sheet
Lists and Registers		
Any publicly available list or register	Hard copy - contact Clerk	
Asset Register	Hard copy - contact Clerk	10p per sheet
Disclosure Log	Hard copy - contact Clerk	10p per sheet
Register of Members interests	Hard copy - contact Clerk	10p per sheet
Register of gifts and hospitality	Hard copy - contact Clerk	10p per sheet
The Services we offer		
Burial Grounds	Hard copy - contact Clerk	10p per sheet
<del>Community centres and village halls</del>	not applicable	
Parks, playing fields and recreational facilities	Website Hard Copy - contact Clerk	Free 10p per sheet
Seating, litter bins, clocks, memorials and lighting	Hard copy - contact Clerk	10p per sheet
Bus Shelters	Hard copy - contact Clerk	10p per sheet
<del>Markets</del>	not applicable	
<del>Public conveniences</del>	not applicable	
<del>Agency Agreements</del>	not applicable	
A summary of services for which the council is entitled to recover a fee, together with those fees	Website Hard Copy - contact Clerk	Free Free

Contact Details:  
Parish Clerk  
West Moors Parish Council  
The Library  
Station Road  
West Moors  
BH22 0JD  
Tel: 01202 861044

Schedule of Charges		
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Type of charge	Description	Basis of Charge
Disbursement cost	Photocopying @ 10p per sheet (black and white)	Actual cost*
	Photocopying @ ..p per sheet (colour)	not available
	Postage	Actual cost of Royal Mail standard 2nd Class
Statutory fee		In accordance with the relevant legislation (quote the actual statute)

\* the actual cost incurred by the public authority