Publication Scheme Charging Schedule

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

WHO WE ARE AND WHAT WE DO

Organisational information, locations and contacts, constitutional & legal governance

Information to be published	How the information can be obtained	Cost
Who's who on the Council and its Committees	Website Hard copy Notice board	Free £1 per page Free
Contact details for Parish Clerk and Council members	Website Hard copy Notice board	Free £1 per page Free
Location of Parish Files and accessibility details – via written request to the Clerk	In writing	

WHAT WE SPEND AND HOW WE SPEND IT

Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts

Information to be published	How the information can be obtained	Cost
Annual return form and report by auditor	Website Hard copy	Free £1 per page
Finalised budget and precept	Website Hard copy	Free £1 per page
Financial Standing Orders and Regulations	Website Hard copy	Free £1 per page
Grants given and received	Website (in the minutes) Hard copy	Free £1 per page
List of current contracts awarded and value of contract	Website (in the minutes / bills for payment) Hard copy	Free £1 per page

WHAT OUR PRIORITIES ARE & HOW WE ARE DOING

Strategy & performance information, plans, assessments, inspections & reviews

Information to be published	How the information can be obtained	Cost
Annual Report to Parish Meeting	Website (Parish Assembly info) Hard copy	Free £1 per page

HOW WE MAKE DECISIONS

Policy proposals and decisions. Decision making processes, internal criteria & procedures, consultations

Approved November 2025 to be reviewed by May 2028

Information to be published	How the information can be obtained	Cost
Timetable of meetings (Council and Comittee meetings and Parish meetings)	Website Hard copy Notice board	Free £1 per page Free
Agendas for meetings	Website Hard copy Noticeboard	Free £1 per page Free
Minutes of meetings	Website Hard copy	Free £1 per page
Reports presented to meetings (other than confidential items)	Website Hard copy	Free £1 per page
Responses to consultation papers	Website (agenda papers) Hard copy	Free £1 per page
Responses to planning applications	North Somerset Website Weston-in-Gordano Parish Council Website (minutes) Hard copy	Free Free £1 per page

OUR POLICIES AND PROCEDURES
Current written protocols for delivering our functions and responsibilities.

Information to be published	How the information can be obtained	Cost
Policies and procedures for the conduct of council business: Standing orders Code of Conduct Committee terms of reference Complaints procedure	Website Hard copy	Free £1 per page
Policies & procedures for the provision of services and about the employment of staff	Website Hard copy	Free £1 per page

LISTS AND REGISTERS
Information held in registers required by law and other lists and registers relating to the functions of Banwell Parish Council.

Information to be published	How the information can be obtained	Cost
Any publicly available register or list	View	Free
Asset Register	Website Hard copy	Free £1 per page
Register of members' interests	Website View	Free Free
Register of gifts and hospitality	View	Free

Approved November 2025 to be reviewed by May 2028

THE SERVICES WE OFFER
A description of the services offered.

Information to be published	How the information can be obtained	Cost
Dog bin emptying	Contact Clerk	Free
Open Spaces	Contact Clerk	Free
Seating & planters	Contact Clerk	Free
Lighting	Contact Clerk	Free

CONTACT DETAILS FOR PARISH CLERK

Phone: (07780) 683359
Email: clerk@wig-pc.gov.uk   Website: www.wigparishcouncil.co.uk

In person by appointment or letter: 20 East Street, Banwell. BS29 6DB

CHARGES
This describes how the charges have been arrived at

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ £1 per sheet	Actual cost 10p including paper Administration costs 90p
	Postage	Actual cost of Royal Mail standard 2nd Class