

# CARY MOOR PARISH COUNCIL

## Publication Scheme

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

<b>Information to be published</b>	<b>How the information can be obtained</b>	<b>Cost</b>
<b>WHO WE ARE AND WHAT WE DO</b>		
Who's who on the Council and its Committees	Website Hard copy Notice board	Free Charge Free
Contact details for Parish Clerk and Council members	Website Hard copy Notice board	Free Charge Free
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 Notice board	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

## CARY MOOR PARISH COUNCIL

<b>WHAT OUR PRIORITIES ARE AND HOW WE ARE DOING</b>	<b>How the information can be obtained</b>	<b>Cost</b>
Annual Report to Parish Meeting	Hard copy	Free

<b>HOW WE MAKE DECISIONS</b>		
Timetable of meetings (Council and Committee meetings and Parish meetings)	Website Hard copy Notice board	Free Charge Free
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	Somerset Council Website Hard copy	Free Charge

## CARY MOOR PARISH COUNCIL

<b>OUR POLICIES AND PROCEDURES</b>	<b>How the information can be obtained</b>	<b>Cost</b>
Policies and procedures for the conduct of council business: Standing orders Committee terms of reference Model Code of Conduct for Town and Parish Councils Complaints procedure	Website Hard copy Website Website	Free Charge Free Free
Policies and procedures for the provision of services and about the employment of staff	Hard copy	Charge

<b>LISTS AND REGISTERS</b>		
Any publicly available register or list	View	Free
Asset Register	Hard copy	Charge
Register of members' interests	View	Free
Register of gifts and hospitality	View	Free

<b>THE SERVICES WE OFFER</b>		
Allotments	Contact Clerk	Free
Cemetery	Contact Clerk	Free
Parks, playing fields and recreational facilities	Contact Clerk	Free
Seating, litter bins, memorials	Contact Clerk	Free
Bus shelters	Contact Clerk	Free
Street lighting	Contact Clerk	Free
A summary of services for which the Council is entitled to recover a fee, together with those fees (e.g. burial fees)	Hard copy	Charge

# CARY MOOR PARISH COUNCIL

## **CONTACT DETAILS FOR PARISH CLERK**

Phone: 01963 240226

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

By letter:

Portman House  
North Barrow  
Yeovil  
Somerset  
BA22 7LZ

## **CHARGES**

Where a charge is levied for a hard document, this will be on the basis of 10p per sheet for black and white and 20p per sheet for colour copies. Any postage costs will be charged at actual cost.

End of policy