

Information available from Little Comberton Parish Council under the model publication scheme

Website: e-services@worcestershires.gov.uk/myparish / email: littlecombertonpc@outlook.com / Tel: 01386 561879

Clerk: Nicola Harding

Council Office Address: Main Street, Pinvin, WR10 2ES

Information to be published	How the information can be obtained	Cost
Class1 - Who we are and what we do		
Who's who on the Council	Hard copy / website / email	
Contact details for Parish Clerk	Hard copy / website / email	
Location of main Council office and accessibility details	Main Street, Pinvin, Pershore (by appointment only)	
Class 2 – What we spend and how we spend it		
Annual return form and report by auditor	Hard copy / website / email	
Finalised budget	Hard copy / website / email	
Precept	Hard Copy / email	
Financial Standing Orders	Hard copy / website / email	
Class 3 – What our priorities are and how we are doing		
Village Design Statement	Hard Copy / email	
Annual Report to Parish Meeting (current and previous year as a minimum) & Chairman's Report	Hard Copy / email	
Class 4 – How we make decisions		
Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	Second Wednesday Monthly – excl. August & December -	

	other meetings by arrangement	
Agendas of meetings (as above)	Hard copy / website / email	
Minutes of meetings (as above) – NB. this will exclude information that is properly regarded as private to the meeting.	Hard copy / website / email	
Reports presented to council meetings – NB. this will exclude information that is properly regarded as private to the meeting.	Hard Copy / email	
Responses to consultation papers	Reported in Minutes	
Responses to planning applications	Reported in Minutes/planning portal Wychavon DC	
Class 5 – Our policies and procedures		
Policies and procedures for the conduct of council business: Procedural standing orders Delegated Authority to Cllrs (Delegated Powers) Code of Conduct Data Protection Policy Data Privacy Notice Freedom of Information Policy Publication Scheme Complaints Procedure	All: Hard copy / website / Email	
Class 6 – Lists and Registers		
Assets register	Hard copy / website / Email	
Disclosure log (indicating the information that has been provided in response to requests; recommended as good practice, but may not be held by parish councils)	Disclosed in Minutes	
Register of members' interests	www.wychavon.gov.uk	

Class 7 – The services we offer / responsible for		
War Memorial		
Memorial Garden		

SCHEDULE OF CHARGES: The parish council will make a charge of 10p per copy of any document requested plus postage