

**Mudford Parish Council  
Publication Scheme**

This scheme was adopted by the Council on  
28<sup>th</sup> May 2026.

| Information to be published   | How the information can be obtained  | Cost (* see p7) |
|---|--|-----------------|
| <b>Class1 - Who we are and what we do</b><br>(Organisational information, structures, locations and contacts)<br><br>This will be current information only.   | Note: Mudford Parish Council<br>Website:<br><a href="http://www.mudford-pc.gov.uk">www.mudford-pc.gov.uk</a> |                 |
| Who's who on the Council and its Committees   | Website & Clerk  |                 |
| Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))  | Website & Clerk  | (see p6)        |
| Location of main Council office and accessibility details   | N/A – the council does not have an office  |                 |
| Staffing structure  | Website & Clerk  |                 |
| <b>Class 2 – What we spend and how we spend it</b><br>(Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)<br><br>Current and previous financial year as a minimum |  |                 |
| Annual return form and report by Auditor  | Website & Clerk  |                 |
| Finalised budget  | Website & Clerk  |                 |
| Precept   | Website & Clerk  |                 |
| Financial Standing Orders and Regulations   | Website & Clerk  |                 |
| Grants given and received   | Website & Clerk  |                 |
| Bank Reconciliations  | Website & Clerk  |                 |
| List of payments  | Website & Clerk  |                 |
| List of current contracts awarded and value of contract   | Clerk  |                 |
| Members' allowances and expenses  | N/A  |                 |

|  |                         |            |
|--|-------------------------|------------|
| <b>Class 3 – What our priorities are and how we are doing</b><br>(Strategies and plans, performance indicators, audits, inspections and reviews)<br><br>Current and previous year as a minimum |                         |            |
| Parish Plan  | N/A                     |            |
| Annual Report to Parish Meeting (current and previous year as a minimum)   | Website & Clerk         |            |
| <b>Class 4 – How we make decisions</b><br>(Decision making processes and records of decisions)<br><br>Current and previous council year as a minimum   |                         |            |
| Timetable of meetings (Council and any committee/sub-committee meetings)   | Website & Clerk         |            |
| Agendas of meetings (as above)   | Website & Notice Boards | (# see p6) |
| Minutes of meetings (as above) – n.b. this will exclude information that is properly regarded as private to the meeting.   | Website & Clerk         |            |
| Reports presented to council meetings – n.b. this will exclude information that is properly regarded as private to the meeting.  | Website & Clerk         |            |
| Responses to consultation papers   | Hard copy               | 20p/sheet  |
| Responses to planning applications (Council minutes/Somerset Council's website)  | Website & Clerk         |            |
| Bye-laws   | N/A                     |            |

|   |                            |  |
|---|----------------------------|--|
| <p><b>Class 5 – Our policies and procedures</b><br/>         (Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information only</p>  |                            |  |
| <p>Policies and procedures for the conduct of Council business:<br/>         Standing Orders (procedural)<br/>         Code of Conduct<br/>         Financial Regulations<br/>         Risk Management Policy and Risk Management Scheme<br/>         Internal Control's Policy</p>   | <p>Website &amp; Clerk</p> |  |
| <p>Policies and procedures for the provision of services and about the employment of staff:</p> <p>Internal instructions to staff and policies relating to the delivery of services<br/>         Equality and Diversity policy<br/>         Health and Safety policy<br/>         Biodiversity Policy<br/>         Recruitment policies (including current vacancies)<br/>         Policies and procedures for handling requests for information<br/>         Complaints procedures (including those covering requests for information and operating the publication scheme)<br/>         Data Policies and Notices</p> | <p>Website &amp; Clerk</p> |  |

|  |  |  |
|--|--|--|
| <b>Class 6 – Lists and Registers</b><br>Currently maintained lists and registers only  | (hard copy or website; some information may only be available by inspection) |  |
| Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)   | Clerk  |  |
| Assets Register  | Website & Clerk  |  |
| Register of members' interests   | Somerset Council Website & Clerk   |  |
| Register of gifts and hospitality  | Clerk  |  |
| <b>Class 7 – The services we offer</b><br>(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)<br><br>Current information only |  |  |
| Burial grounds and closed churchyards  | Website & Clerk  |  |
| Community centres and village halls  | N/A  |  |
| Parks, playing fields and recreational facilities  | Clerk  |  |
| Play area, skate park and outdoor gym - annual inspections   | Website & Clerk  |  |
| Arboriculturist surveys  | Website & Clerk  |  |
| Seating, litter bins, clocks, memorials and lighting   | Clerk  |  |
| Markets  | N/A  |  |
| Public conveniences  | N/A  |  |
| Agency agreements  | N/A  |  |
| Services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)   | Website & Clerk  |  |
| Allotments   | N/A  |  |

**Contact details:**

Email: [clerk@mudford-pc.gov.uk](mailto:clerk@mudford-pc.gov.uk)

**Exempt Material:**

Personal information relating to Councillors (other than required to be declared in the Members' Register of Interests).  
Personal Information relating to employees.  
Tenders and bids from contractors and suppliers.

**Note:** Data Protection Legislation prohibits the publication of certain categories of information.

**# Notice boards:**

Mudford Village Hall car park – full agenda  
Hales Meadow - entrance to the Recreation Ground – meetings' notices only (lack of space)  
Tor View Close – meetings' notices only (lack of space)

**Charging Policy**

Information can be inspected by arrangement with the Clerk, free of charge. There is no Parish Office so the information requested will be made available at the next parish council meeting. If this is impracticable for any reason, then copies of the documents will be sent by post. There is unlikely to be any further charge other than printing and second-class Royal Mail postage, but the Parish Council reserve the right to do so to reimburse the cost of the Clerk's time. Applicants will be informed if there is an intention to charge.

Information, which can be photocopied, without breaching copyright laws, can be copied by the Clerk at a cost of 20p per single sided A4 sheet (25p per colour single sided A4 sheet).

## \* SCHEDULE OF CHARGES

This describes how the charges have been arrived at.

| <b>TYPE OF CHARGE</b>    | <b>DESCRIPTION</b>  | <b>BASIS OF CHARGE</b> |
|--------------------------|---|------------------------|
| <b>Disbursement cost</b> | Photocopying 20p per sheet (black & white)                          | Actual cost 20p        |
|                          | Photocopying 25p per sheet (colour)                                 | Actual cost 25p        |
|                          | Postage   | Actual Royal Mail cost |
|                          |   |                        |
| <b>Other</b>             | A search of archived records (for example pre-1994 Council Minutes) | £50 per Search         |
|                          | Copies of documents held at the Library                             | Actual Library charge  |