

Information available from Cutcombe Parish Council under the publication scheme

Adopted 21/10/2025 Minute Item 25/122 v)

Information to be published	How the information can be obtained
Class 1 - Who we are and what we do (This will be current information only)	
Who's who on the Council and its Committees	Website
Contact details for Parish Clerk and Council members	Website
Location of main council office and accessibility details	N/A
Staffing Structure	The council only employs one part-time Clerk
Class 2 - What we spend and how we spend it (current and previous financial year as a minimum)	
Annual return form	Website & noticeboards
Report by auditor	Website
Finalised budget	Website
Precept	Website
Standing Orders and Financial Regulations	Website
Grants given and received	Website & On request from the Clerk
List of current contracts awarded and value of contract	Website & On request from the Clerk
Members' allowances and expenses	Website
Class 3 - What our priorities are and how we are doing	
Parish Plan	N/A
Annual Report to Parish or Community Meeting	Website
Class 4 - How we make decisions	
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Website
Agendas of meetings (As above)	Website & Noticeboards
Minutes of meetings – this will exclude information that is properly regarded as private to the meeting.	Website & Noticeboards

Reports presented to council meetings – this will exclude information that is properly regarded as private to the meeting.	Website & on request from the Clerk
Responses to consultation papers	Website & on request from the Clerk
Responses to planning applications	Website
Bye-laws	Website
Class 5 - Our Policies and procedures (current information only)	
Policies and procedures for the conduct of council business <ul style="list-style-type: none"> • Standing Orders. • Financial Regulations. • Committee and working group terms of reference. • Code of conduct. • Policy statements. 	Website & on request from the Clerk
Policies and procedures for the provision of services and about the employment of staff	Website & on request from the Clerk
Records management policies (records, retention, destruction and archive)	Website & on request from the Clerk
Class 6 - Lists and Registers	
Any publicly available register or list	N/A
Asset Register	Website
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)	N/A
Register of members interests	On request from the Clerk
Register of gifts and hospitality	On request from the Clerk
Class 7 - The services we offer (Current information only)	
Public Toilets	On request from the Clerk
Bus Shelter	On request from the Clerk
Memorials	On request from the Clerk

Information available from Cutcombe Parish Council under the publication scheme

Contact details:

**Cutcombe Parish Council
90 Summerland Avenue
Minehead
Somerset
TA24 5BW
Tel: 07919001801**

SCHEDULE OF CHARGES:

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying/Printing @ 10p per sheet (black and white)	Estimate of actual Cost
	Photocopying/Printing @ 15p per sheet (colour)	Estimate of actual Cost
	Postage	Actual cost of Royal Mail Standard 2 nd Class