

Information available from Catcott Parish Council under the model publication scheme

All information can be obtained by contacting the Clerk - Mrs J Marshall, Clerk to Catcott Parish Council, Evergreen, School Lane, Shapwick, Bridgwater. TA7 9LT. Tel: 01458 210 390. Email catcott@o2.co.uk. Hard copies of most documents will be provided at a cost of 50p per printed side plus post and packing. Most documents will be found on the Council website: catcottparishcouncil.gov.uk. Where neither is possible then inspection will be arranged. Hard copies of the VDS cost £5.00. In some instances email delivery may be possible.

Information to be published

Class1 - Who we are and what we do (current details only)
Who's who on the Council
Contact details for Parish Clerk and Council members
Location of main Council office and accessibility details
Staffing structure
Class 2 – What we spend and how we spend it (Current and previous financial year)
Annual return form and report by auditor
Finalised budget and precept
Standing Orders (including Financial)
Grants given and received
Members' allowances and expenses
Class 3 – What our priorities are and how we are doing
Village Design Statement
Annual Report to Parish or Community Meeting (current and previous year) - As reported to the Annual Parish Meeting
Quality status (not applicable)
Local charters drawn up in accordance with DCLG guidelines (not applicable)
Class 4 – How we make decisions Current and previous council year
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)
Agendas of meetings (as above)
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.
Responses to consultation papers
Responses to planning applications
Class 5 – Our policies and procedures Current information only
Procedural standing orders
Committee and sub-committee terms of reference
Delegated authority in respect of officers
Code of Conduct
Policy statements
Equality and diversity policy
Health and safety policy
Recruitment policies (including current vacancies when applicable)
Policies and procedures for handling requests for information
Complaints procedures (including those covering requests for information and operating the publication scheme)
Records management policies (records retention, destruction and archive)
Data protection policies
Schedule of charges (for the publication of information)
Class 6 – Lists and Registers Currently maintained lists and registers only
Assets Register
Disclosure log (indicating the information that has been provided in response to requests)
Register of members' interests - Inspection only - by arrangement with Clerk
Register of gifts and hospitality - Inspection only - by arrangement with Clerk
Class 7 – The services we offer Current information only
St Peter's Church is responsible for burials and churchyards within the village.
Bus shelters