



WENDOVER PARISH COUNCIL

Address: The Clock Tower, High Street, Wendover,
 Aylesbury, Buckinghamshire HP22 6DU
 Telephone: 01296 623056 Fax: 0871 236 1550
 Email: clerk@wendover-pc.gov.uk

Publications Scheme

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 and its Committees	Noticeboard/website	Free
Contact details for Parish Clerk and Council members	Noticeboard/website	Free
Location of main Council office	Noticeboard/website	Free
Class 2 – What we spend and how we spend it (Current and previous financial year)		
Annual return form and report by auditor	Application to the Clerk	See below
Finalised budget – contained in minutes of meetings	website/noticeboard	Free
Precept – contained in minutes of meetings	website/noticeboard	Free
Financial Regulations	Application to the Clerk	See below
Grants given and received – contained in minutes of meetings	Website/noticeboard	Free
List of current contracts awarded and value of contract	Application to the Clerk	See below
Class 3 – What our priorities are and how we are doing		
Three Year Plan	Annual Report to APM	Free
Annual Report to Annual Parish Meeting (current and previous year)	Website	Free
Class 4 – How we make decisions (Current and previous council year)		
Timetable of meetings	Noticeboard/website	Free
Agendas of meetings	Noticeboard/Website	Free
Minutes of meetings	Noticeboard/website	Free
Reports presented to council meetings	Application to the Clerk	See below
Responses to consultation papers	Application to the Clerk	



WENDOVER PARISH COUNCIL

Address: The Clock Tower, High Street, Wendover,
 Aylesbury, Buckinghamshire HP22 6DU
 Telephone: 01296 623056 Fax: 0871 236 1550
 Email: clerk@wendover-pc.gov.uk

Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)		
Policies and procedures for the conduct of Council business:	Website	Free
Procedural standing orders	Website	Free
Committee and sub-committee terms of reference		
Policies & procedures for the provision of services and about the employment of staff:	Website/Application to Clerk	Free
Complaint's procedures (including those covering requests for information and operating		
Class 6 – Lists and Registers		
Assets Register	Application to the Clerk	
Register of members' interests	Application to the Clerk	
Register of gifts and hospitality	Application to the Clerk	
Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) - Current information only		
Allotments	Application to the Clerk	Free
Seating, litter bins, clocks, war memorial and lighting	Application to the Clerk	Free
Bus shelters	Application to the Clerk	Free
A summary of services for which the council is entitled to recover a fee, together with	Application to the Clerk	Free



WENDOVER PARISH COUNCIL

Address: The Clock Tower, High Street, Wendover,
Aylesbury, Buckinghamshire HP22 6DU
Telephone: 01296 623056 Fax: 0871 236 1550
Email: clerk@wendover-pc.gov.uk

Contact Details

Clerk, Wendover Parish Council, The Clock Tower, Wendover, HP22 6DU

Telephone: 01296623056

E-mail: clerk@wendover-pc.gov.uk

Parish Council website: www.wendover-pc.gov.uk

Schedule Charges

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying 10p per single sided sheet (black & white)	Actual cost
	Postage	Actual cost of Royal Mail standard second class

Document History

Approved and Adopted	01/05/2012	(version 1)
Reviewed by Finance Committee	23/01/2018	(version 1)
Reviewed by Parish Council	03/12/2019	(version 1)
Reviewed by Finance Committee	16/11/2021	(version 1)