

# Ugborough Parish Council Publication Scheme

May 2026

Information to be published	How the information can be obtained	Cost
<b>Class1</b>		
<b>Who we are and what we do</b> (Organisational information, structures, locations and contacts)		
Who's who on the Council and its Committees	Hard copy from Clerk Website	10p/sheet Free
Contact details for Parish Clerk and Council members	Hard copy from Clerk Website	10p/sheet Free
<b>Class 2 – What we spend and how we spend it</b> (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit) Current and previous financial year		
Annual return form and report by auditor	Hard copy from Clerk Website	10p/sheet Free
Finalised budget	Hard copy from Clerk Website	10p/sheet Free
Precept	Hard copy from Clerk Website	10p/sheet
Financial Regulations and Standing Orders	Hard copy from Clerk Website	10p/sheet Free
Grants given and received	Hard copy from Clerk	10p/sheet
Members' allowances and expenses	Hard copy from Clerk	10p/sheet

<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)		
Neighbourhood Plan	Website	Free
Annual Report to Parish (current and previous year)	Hard copy from Clerk Website	10p/sheet Free
<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions) Current and previous council year		
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Hard copy from Clerk Website	10p/sheet Free
Agendas of meetings (as above)	Hard copy from Clerk Website Current on Parish notice boards	10p/sheet Free Free
Minutes of meetings (as above) – NB this will exclude information that is properly regarded as private to the meeting.	Hard copy from Clerk Website Current on Parish notice boards	10p/sheet Free Free
Reports presented to council meetings - NB this will exclude information that is properly regarded as private to the meeting.	Hard copy from Clerk Website	10p/sheet Free
Responses to consultation papers	Hard copy from Clerk	10p/sheet
Responses to planning applications	Hard copy from Clerk Website	10p/sheet Free

<b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only		
Policies and procedures for the conduct of council business: <ul style="list-style-type: none"> <li>• Procedural standing orders</li> <li>• Code of Conduct</li> <li>• Complaints Policy</li> </ul>	Hard copy from Clerk Website	10p/sheet Free
Policies and procedures for the provision of services and about the employment of staff:	Hard copy from Clerk Website	10p/sheet Free
Data protection policy	Hard copy from Clerk Website	10p/sheet Free
Schedule of charges for the publication of information	Hard copy from Clerk Website	10p/sheet Free
<b>Class 6 – Lists and Registers</b> (Currently maintained lists and registers only)		
Assets Register	Hard copy from Clerk Website	10p/sheet Free
Register of members' interests	Website	Free
<b>Class 7 – The services we offer</b> (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)		

Current information only		
Playing Field	Inspection only	Free
Seating	Inspection only	Free
Burial Ground (Policies and charges)	Hard Copy from clerk Website	10p/sheet Free
Vehicle activated speed cameras	Inspection only	Free
Community Speedwatch reports	Hard Copy from clerk Website	Free

**Contact details:**

Ugborough Parish Council  
 22 Moyles Park  
 Modbury  
 PL21 0FF  
 e. [parishclerk@ugboroughparishcouncil.gov.uk](mailto:parishclerk@ugboroughparishcouncil.gov.uk)