

**Information available from Charminster Parish Council under the model publication scheme – Agreed 5<sup>th</sup> April 2011**

<b>Information to be published</b>	<b>How the information can be obtained</b>	<b>Cost</b>
<b>Class1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts)  This will be current information only		
Who's who on the Council	Website Hard copy – contact Clerk	Free 10p per sheet + £1 admin charge
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website Hard copy – contact Clerk	Free 10p per sheet + £1 admin charge
Location of main Council office and accessibility details	None	-
Staffing structure	None	-
<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 as a minimum		10p per sheet + £1 admin charge
Annual return form and report by auditor	Hard copy – contact Clerk	10p per sheet + £1 admin charge
Finalised budget	Hard copy – contact Clerk	10p per sheet + £1 admin charge
Precept	Website Hard copy – contact Clerk	Free 10p per sheet + £1 admin charge
Borrowing Approval letter	N/A	
Financial Standing Orders and Regulations	Website Hard copy – contact Clerk	Free 10p per sheet + £1 admin charge
Grants/Donations given and received	Hard copy – contact Clerk	10p per sheet + £1 admin charge

List of current contracts awarded and value of contract	Hard copy – contact Clerk	10p per sheet + £1 admin charge
Members' allowances and expenses	Hard copy – contact Clerk	10p per sheet + £1 admin charge
<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)		
Parish Plan (current and previous year as a minimum)	N/A	
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Website Hard copy – contact Clerk	Free 10p per sheet + £1 admin charge
Quality status	N/A	
Local charters drawn up in accordance with DCLG guidelines	N/A	
<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions)  Current and previous council year as a minimum		
Timetable of meetings (Council meetings and parish meetings)	Website Hard copy – contact Clerk	Free 10p per sheet + £1 admin charge
Agendas of meetings (as above)	Website Hard copy – contact Clerk	Free 10p per sheet + £1 admin charge
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Website Hard copy – contact Clerk	Free 10p per sheet + £1 admin charge
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Website Hard copy – contact Clerk	Free 10p per sheet + £1 admin charge
Responses to consultation papers	Hard copy – contact Clerk	10p per sheet + £1 admin charge
Responses to planning applications	Website Hard copy – contact Clerk	Free 10p per sheet + £1 admin charge
Bye-laws	N/A	

<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: Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements	Website Hard copy – contact Clerk	Free 10p per sheet + £1 admin charge
Policies and procedures for the provision of services and about the employment of staff: - N/A  Internal policies relating to the delivery of services - N/A Equality and diversity policy Health and safety policy Recruitment policies (including current vacancies) Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme)	Website Hard copy – contact Clerk	Free 10p per sheet + £1 admin charge
Information security policy	Website Hard copy – contact Clerk	Free 10p per sheet + £1 admin charge
Records management policies (records retention, destruction and archive)	Hard copy – contact Clerk	10p per sheet + £1 admin charge
Data protection policies	Website Hard copy – contact Clerk	Free 10p per sheet + £1 admin charge
Schedule of charges (for the publication of information)	Website Hard copy – contact Clerk	Free 10p per sheet + £1 admin charge
<b>Class 6 – Lists and Registers</b>  Currently maintained lists and registers only		
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	Hard copy – contact Clerk	10p per sheet + £1 admin charge
Assets Register	Hard copy – contact Clerk	10p per sheet + £1 admin charge

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 – available to view from the Monitoring Officer, West Dorset District Council	Hard copy	10p per sheet + £1 admin charge
Register of gifts and hospitality	Hard copy – contact Clerk	10p per sheet + £1 admin charge
<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		
Allotments	Website Hard copy – contact Clerk	Free 10p per sheet + £1 admin charge
Burial grounds and closed churchyards	Website Hard copy – contact Clerk	Free 10p per sheet + £1 admin charge
Community centres and village halls	Website Hard copy – contact Clerk	Free 10p per sheet + £1 admin charge
Parks, playing fields and recreational facilities	Website Hard copy – contact Clerk	Free 10p per sheet + £1 admin charge
Seating, litter bins, clocks, memorials and lighting	Hard copy – contact Clerk	10p per sheet + £1 admin charge
Bus shelters	Hard copy – contact Clerk	10p per sheet + £1 admin charge
Markets	N/A	
Public conveniences	N/A	
Agency agreements	N/A	
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Website Hard copy – contact Clerk	Free 10p per sheet + £1 admin charge

<b>Additional Information</b> This will provide Councils with the opportunity to publish information that is not itemised in the lists above		

#### Contact details:

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Email: [clerk@charminster.info](mailto:clerk@charminster.info)  
Website: [www.charminster.info](http://www.charminster.info)

Meetings by appointment only – The Parish Council does not operate a Parish Office

#### SCHEDULE OF CHARGES

This describes how the charges have been arrived at and should be published as part of the guide.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
<b>Disbursement cost</b>	Photocopying @ 10p per sheet (black & white)	Actual cost *
	Photocopying @ 10p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Statutory Fee</b>		In accordance with the relevant legislation (quote the actual statute)

\* the actual cost incurred by the public authority