



## Information available from Manston & Hammoon Parish Council under the model publication scheme

This guidance/template gives examples of the kinds of information that we would expect Parish/Community Councils to provide in order to meet their commitments under the model publication scheme.

We would expect Parish/Community Councils to make the information in this definition document available unless:

- it does not hold the information;
- the information is exempt under one of the FOIA exemptions or Environmental Information Regulations exceptions, or its release is prohibited by another statute;
- the information is readily and publicly available from an external website; such information may have been provided by the public authority or on its behalf. The authority must provide a direct link to that information;
- the information is archived, out of date or otherwise inaccessible; or,
- it would be impractical or resource-intensive to prepare the material for routine release.

The guidance is not meant to give an exhaustive list of everything that should be covered by a publication scheme. The legal commitment is to the model publication scheme, and public authorities should look to provide as much information as possible on a routine basis.

Information to be published	How the information can be obtained	Cost
<p><b>Class1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts)</p> <p>This will be current information only.</p>	(hard copy or website)	
Who's who on the Council and its Committees	Website	Free
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Hard copy - contact clerk	10p per sheet + postage
	Website	Free
Location of main Council office and accessibility details	N/A	N/A
Staffing structure	Website	Free
	Hard copy - contact clerk	10p per sheet + postage
<p><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)</p> <p>Current and previous financial year as a minimum</p>	(hard copy or website)	
Annual return form and report by auditor	Website	Free
	Hard copy - contact clerk	10p per sheet + postage
Finalised budget	Website	Free
	Hard copy - contact clerk	10p per sheet + postage
Precept	Website – November Minutes	Free

	Hard copy - contact clerk	10p per sheet + postage
Financial Standing Orders and Regulations	Website	Free
	Hard copy - contact clerk	10p per sheet + postage
Grants given and received	Website - Minutes	Free
	Hard copy - contact clerk	10p per sheet + postage
Members' allowances and expenses	N/A	N/A
<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)  Current and previous year as a minimum	(hard copy or website)	
Parish Plan (current and previous year as a minimum)	N/A	N/A
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Website	Free
	Hard copy - contact clerk	10p per sheet + postage
<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions)  Current and previous council year as a minimum	(hard copy or website)	
Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	Website	Free
	Noticeboard	Free
	Hard copy - contact clerk	10p per sheet + postage
Agendas of meetings (as above)	Website	Free
	Noticeboard	Free
	Hard copy - contact clerk	10p per sheet + postage

Minutes of meetings (as above) – n.b. this will exclude information that is properly regarded as private to the meeting.	Website	Free
	Hard copy - contact clerk	10p per sheet + postage
Reports presented to council meetings – n.b. this will exclude information that is properly regarded as private to the meeting.	Hard copy - contact clerk	10p per sheet + postage
Responses to consultation papers	Hard copy - contact clerk	10p per sheet + postage
Responses to planning applications	Hard copy - contact clerk	10p per sheet + postage
<b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities)  Current information only	(hard copy or website)	
Policies and procedures for the conduct of council business:		
Procedural standing orders	Website or Hard copy - contact clerk	Free or 10p per sheet + postage
Committee and sub-committee terms of reference	N/A	N/A
Delegated authority in respect of officers	Website (within Standing Orders) or Hard copy - contact clerk	Free or 10p per sheet + postage
Code of Conduct	Website or Hard copy - contact clerk	Free or 10p per sheet + postage
Policies and procedures for the provision of services and about the employment of staff:		
Equality and diversity policy	Website or Hard copy - contact clerk	Free or 10p per sheet + postage
Health and safety statement	Website or Hard copy -	Free or 10p per sheet +

Policies and procedures for handling requests for information	contact clerk Website or Hard copy - contact clerk	postage Free or 10p per sheet + postage
Complaints procedures (including those covering requests for information and operating the publication scheme)	Website or Hard copy - contact clerk	Free or 10p per sheet + postage
Information security policy	Website or Hard copy - contact clerk	Free or 10p per sheet + postage
Records management policies (records retention, destruction and archive)	Website or Hard copy - contact clerk Dorset Council Archive Services	Free or 10p per sheet + postage Dorset Council to advise
Data protection policies	Website or Hard copy - contact clerk	Free or 10p per sheet + postage
Schedule of charges (for the publication of information)	Website or Hard copy - contact clerk	Free or 10p per sheet + postage
<b>Class 6 – Lists and Registers</b>		
Currently maintained lists and registers only	(hard copy or website; some information may only be available by inspection)	
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 + postage
Assets register	Website or Hard copy - contact clerk	Free or 10p per sheet + postage
Register of members' interests	Website only – Dorset Council	Free
Register of gifts and hospitality	N/A	N/A

<p><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)</p> <p>Current information only</p>	(hard copy or website; some information may only be available by inspection)	
Burial grounds and closed churchyards	Hard copy - contact clerk	10p per sheet + postage
Parks, playing fields and recreational facilities	Hard copy - contact clerk	10p per sheet + postage
Seating, litter bins, clocks, memorials and lighting	Hard copy - contact clerk	10p per sheet + postage
Bus shelters	Hard copy - contact clerk	10p per sheet + postage
<p><b>Additional Information</b> This will provide Councils with the opportunity to publish information that is not itemised in the lists above</p>		

**Contact details:**

Joanna Ramsay, Parish Clerk, 16 Cedar Drive, Wimborne, Dorset BH21 2JH

Tel: 01202 849155, Email: [manstonhammoon@dorset-aptc.gov.uk](mailto:manstonhammoon@dorset-aptc.gov.uk), Website: [www.manstonhammoon.co.uk](http://www.manstonhammoon.co.uk)

## SCHEDULE OF CHARGES

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

<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b>BASIS OF CHARGE</b>
<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)
<b>Other</b>		

\* the actual cost incurred by the public authority