

## Information available from Stinsford Parish Council under the model publication scheme

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> <p>N.B. Councils should already be publishing as much information as possible about how they can be contacted.</p>	(hard copy and/or website)	
Who's who on the Council and its Committees	Website Hard copy – contact clerk	Free Free
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 Free
Location of main Council office and accessibility details	Contact the clerk for appointment	
Staffing structure	N/A	N/A
<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 and/or website)	

Annual return form and report by auditor	Hard copy – contact clerk	Free
Finalised budget	Hard copy – contact clerk	Free
Precept	Hard copy – contact clerk	Free
Borrowing Approval letter	N/A	N/A
Financial Standing Orders and Regulations	Details – contact clerk	Free
Grants given and received	Details – contact clerk	Free
List of current contracts awarded and value of contract	N/A	N/A
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)	(hard copy or website)	
Parish Plan (current and previous year as a minimum)	Website Hard copy – contact clerk	Free Free
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Website Hard copy – contact clerk	Free Free
Quality status	N/A	N/A
Local charters drawn up in accordance with DCLG guidelines	N/A	N/A
<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions)	(hard copy or website)	
Current and previous council year as a minimum		
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Website Parish Notice Boards	Free Free

Agendas of meetings (as above)	Website Parish Notice Boards (current)	Free Free
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 Free
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 Free
Responses to consultation papers	Details – contact clerk	Free
Responses to planning applications	Dorsetforyou website Hard copy – contact clerk	Free Free
Bye-laws	N/A	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	(hard copy or website)	
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	Details – contact clerk	Free

Policies and procedures for the provision of services and about the employment of staff:  Internal policies relating to the delivery of services 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)	Details where available – contact clerk	Free
Information security policy	N/A	N/A
Records management policies (records retention, destruction and archive)	Hard copy – contact clerk	Free
Data protection policies	N/A	N/A
Schedule of charges )for the publication of information)	Website Hard copy – contact clerk	Free Free
<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)	N/A	N/A
Assets Register	Hard copy – contact clerk	Free
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	N/A
Register of members' interests	Hard copy – contact clerk	Free
Register of gifts and hospitality	N/A	N/A

<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	(hard copy or website; some information may only be available by inspection)	
Allotments	N/A	N/A
Burial grounds and closed churchyards	N/A	N/A
Community centres and village halls	N/A	N/A
Parks, playing fields and recreational facilities	Details – contact clerk	Free
Seating, litter bins, clocks, memorials and lighting	Details – contact clerk	Free
Bus shelters	N/A	N/A
Markets	N/A	N/A
Public conveniences	N/A	N/A
Agency agreements	N/A	N/A
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	N/A	N/A
<b>Additional Information</b> This will provide Councils with the opportunity to publish information that is not itemised in the lists above	N/A	N/A

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