



MILBORNE St ANDREW PARISH COUNCIL

FREEDOM of INFORMATION

Adopted: 15th February 2012
Last amended: 19th June 2014
Reviewed: 20th July 2016
Next Review: July 2017

Information to be published	How the information can be obtained	Cost
<i>Class 1 - Who we are and what we do</i>		
Who is a Councillor	On the main notice board and the village website	Free
Contact details for Councillors and Clerk	On the main notice board and the village website	Free
<i>Class 2 - What we spend and how we spend it</i>		
Final Accounts and report by Auditor for previous 2 financial years	Hard copy from Clerk	10p per sheet
Budget and Precept for current and previous financial years	Hard copy from Clerk	10p per sheet
Financial Regulations	Hard copy from Clerk	10p per sheet
Details of Grants given in current and previous financial years	Hard copy from Clerk	10p per sheet
Members' allowances	Not Applicable	
Members' expenses in current and previous financial years	Hard Copy from Clerk	10p per sheet
<i>Class 3 - What our priorities are and how we are doing</i>		
Parish Plan	On the village website Hard copy from Post Office	Free
Annual report by Chairman to Parish Meeting in current and previous municipal years	Hard copy from Clerk	10p per sheet
<i>Class 4 - How we make decisions</i>		
Timetable of meetings	On the main notice board and the village website	Free
Agendas of meetings	On the main notice board and the village website Copies provided at meeting	Free

Minutes of meetings - excluding any information that is properly regarded as private to the meeting	On the main notice board and the village website	Free
Reports presented to the meetings - excluding any information that is properly regarded as private to the meeting	Hard copy from Clerk Email copy from Clerk Copies provided at meeting	10p per sheet Free
Responses to consultations and planning applications	In Minutes - as above Hard copy from Clerk	Free 10p per sheet
<i>Class 5 - Our policies and procedures</i>		
Standing Orders	Hard copy from Clerk	10p per sheet
Delegated authorities in respect of officers	Contained in Standing Orders	
Code of conduct - Code of Conduct adopted on 20 June 2012	Hard copy from Clerk	10p per sheet
Equality and diversity policy	Hard copy from Clerk	10p per sheet
Habitual or Vexatious Complainant policy	Hard copy from Clerk	10p per sheet
Health & Safety policy	Hard copy from Clerk	10p per sheet
Complaints procedures	Hard copy from Clerk	10p per sheet
Information security policy - records management policy - records retention, destruction and archiving	Hard copy from Clerk	10p per sheet
Data protection policy	Hard copy from Clerk	10p per sheet
Schedule of charges for the publication or supply of information	See below	Free
<i>Class 6 - Lists and Registers</i>		
Assets register	Hard copy from Clerk	10p per sheet
Register of members' interests	Hard copy from Clerk	10p per sheet
Register of gifts and hospitality	Hard copy from Clerk	10p per sheet
<i>Class 7 - The Services we offer</i>		

Allotments, burial grounds and closed church yards	Not applicable	
Community centres and village halls	Not applicable	
Parks, playing fields and recreational facilities	Contact Clerk	
Seating, bins, memorials and lighting	Contact Clerk	
Shelters, public conveniences and markets	Not applicable	
A summary of the services for which the council is entitled to recover a fee, together with those fees	None	
Contact Details :		
<p>Clerk : Colin Hampton Fairways Streetway Lane Cheselbourne Dorchester DT2 7NU</p> <p>Tel : (01258) 837011</p> <p>Email : msa.parish.clerk@gmail.com</p>		
SCHEDULE OF CHARGES		
TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopy - 10p per sheet	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class mail
Clerk's Time	A fee of £450 will be charged for providing information which takes 18 hours of the Clerk's time to provide. Any additional time thereafter will be charged at £25 per hour. An applicant will be informed by the Clerk if the request will incur a charge and the information will be provided on receipt of the fee.	The activities to take into account: Determining whether the data is held Locating & retrieving it Extracting and editing it from existing documents

	<p>If the fee will be in excess of £625 the request will be refused. The Clerk will inform the applicant and see if the request can be modified to reduce the cost.</p>		
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