

Information available from Symondsburry Parish Council under the model publication scheme.

Much of the information required to be publicised is available from our website and from the regular issues of the Symene Newsletter. If obtaining information from the website presents any difficulties application may be made to the clerk for a hard copy.

Please note that in this document the abbreviation n/a means Not Applicable

Information to be published	How the information can be obtained	
<p>Class1 - Who we are and what we do Your parish council is regularly elected group whose aim is to further the best interests of the community which they collectively serve. The chairman is elected annually by the members of the council and all councillors every four years. The clerk or chief executive is a non elected officer of the council who is responsible for ensuring the council's conformance with laws and statutes applicable to parish councils.</p>		
Who's who on the Council and its Committees	website	
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	website	
Location of main Council office and accessibility details.	clerk	
Class 2 – What we spend and how we spend it	Currently available as a hard copy but on website from	

Current and previous financial year as a minimum	April 2009	
Annual return form and report by auditor	hardcopy	
Finalised budget	hardcopy	
Precept	hardcopy	
Financial Standing Orders and Regulations	hardcopy	
Grants given and received	In financial report	
Members' allowances and expenses	none	
<p>Class 3 – What our priorities are and how we are doing</p> <p>These are determined from the conclusions reached in the parish plan. The council's performance is constantly reviewed against the agreed action plan. The performance of the council in the achievement of its objectives is included in the annual report of the chairman.</p>		
Parish Plan	website	
Annual Report to Parish or Community Meeting	website	
Quality status		
Local charters drawn up in accordance with DCLG guidelines	Principal authorities	

<p>Class 4 – How we make decisions</p> <p>The council has no delegated authority of decision making. Items requiring decision are reported in the agenda for the council meeting, the result is recorded in the minutes of the meeting and the minutes published on website and notice boards.</p>		
<p>Timetable of meetings</p>	<p>website</p>	
<p>Agendas of meetings (as above)</p>	<p>notice boards</p>	
<p>Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.</p>	<p>website and notice boards</p>	
<p>Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.</p>	<p>hardcopy</p>	
<p>Responses to consultation papers</p>	<p>hardcopy</p>	
<p>Responses to planning applications</p>	<p>Dorset for you website and hardcopy</p>	
	<p>For specific or current information please contact the clerk.</p>	

<p>Class 5 – Our policies and procedures</p> <p>The protocols, policies and procedures for delivering our services and responsibilities are dictated by statute and principal authorities needs, framed within standing orders, and local interpretation of the most cost effective means of achieving the desired result.</p>		
<p>Policies and procedures for the conduct of council business:</p> <p>Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements</p>	<p>hardcopy hardcopy none hardcopy n/a</p>	
<p>Policies and procedures for the provision of services and about the employment of staff:</p> <p>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)</p>	<p>n/a n/a n/a n/a n/a hardcopy hardcopy</p>	
<p>Information security policy</p>	<p>statutory</p>	
<p>Records management policies</p>	<p>financial min 7 years, minutes permanent archive, other min 2 years</p>	
<p>Data protection policies</p>	<p>hardcopy per statute.</p>	

Class 6 – Lists and Registers		
Currently maintained lists and registers only	attendance register, register of declared interest, register of councillor declarations.	
Assets Register	hardcopy	
Disclosure log	hardcopy	
Register of members' interests	held by principle council	
Register of gifts and hospitality	n/a	
Class 7 – The services we offer		
Allotments	hardcopy	
Burial grounds and closed churchyards	financial support for maintenance of parish burial grounds.a	
Community centres and village halls	n/a	
Parks, playing fields and recreational facilities	n/a	
Seating, litter bins,	hardcopy	
Bus shelters	n/a	
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)	none	

Contact details:		
Clerk; Mr David Wragg, The Acorn, Broadoak, Bridport DT6 5NN Tel (01308) 458000 (normally Mon-Fri 9am – 12noon) email: acorn55@btinternet.com		

SCHEDULE OF CHARGES

For information required in a different format, ie tape or alternative language, a separate quotation for the work will be provided.

The provision of such documents may require the payment of an initial deposit before the work is put in hand.

Where the examination of documents is requested it may be carried out at an agreed time and place. Parish Council work is carried out by the Clerk from his/her home address and the use of those premises may not be suitable. Therefore the costs of hiring a suitable venue, together with the travelling costs are to be met by the enquirer.

VAT is not charged on any information requested.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 60p per sheet (black & white)	Actual cost *
	Photocopying @ 90p per sheet (colour)	Actual cost *
		A minimum charge of £5.00 will be made. The total cost will be dependant on the nature of the request
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation (Freedom of Information Act 2000) statute)
Other		* the actual cost incurred by the parish council.