

Guide to information available from Shipton Gorge Parish Council under the model publication scheme

Information to be published	How the information can be obtained	Cost
Class1 - Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only		
Who's who on the Council	Web site or hard copy	Web site - free.
Lay members of Committees.	Hard copy	Hard copy - see schedule of charges.
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number).	Web site or hard copy	Web site - free. Hard copy - see schedule of charges.
Staffing structure	Hard copy	See schedule of charges.
Class 2 - What we spend and how we spend it (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit) Current and previous financial year as a minimum		
Annual return form and report by auditor	Web site or hard copy	Web site - free. Hard copy - see schedule of charges
Finalised budget	Hard copy	See schedule of charges.
Precept	Hard copy	See schedule of charges.
Financial Standing Orders and Regulations	Hard copy	See schedule of charges.
Grants given and received	Hard copy	See schedule of charges.
List of current contracts awarded and value of contract	Hard copy	See schedule of charges.
Members' allowances and expenses	Hard copy	See schedule of charges.
Class 3 - What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)		
Parish Plan (current and previous year as a minimum)	Web site or hard copy	Web site - free. Hard copy - see schedule of charges
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Web site or hard copy	Web site - free. Hard copy - see schedule of charges
Local charters drawn up in accordance with DCLG guidelines	Hard copy	See schedule of charges.

Class 4 - How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum		
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Hard copy (notices of meetings are publicly displayed as required by law)	See schedule of charges.
Agendas of meetings (as above)	Hard copy	See schedule of charges.
Minutes of meetings (as above) - nb this will exclude information that is properly regarded as private to the meeting.	Web site or hard copy	Web site - free. Hard copy - see schedule of charges
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Hard copy	See schedule of charges.
Responses to consultation papers	Hard copy	See schedule of charges.
Responses to planning applications	Hard copy	See schedule of charges.
Bye-laws	Hard copy	See schedule of charges.
Class 5 - Our policies and procedures (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	Hard copy	See schedule of charges.
Policies and procedures for the provision of services and about the employment of staff: Internal policies relating to the delivery of services Health and safety policy Recruitment policies (including current vacancies) Policies and procedures for handling requests for information, including any complaints procedures	Hard copy	See schedule of charges.
Information security policy	Hard copy	See schedule of charges.
Records management policies (records retention, destruction and archive)	Hard copy	See schedule of charges.
Data protection policies	Hard copy	See schedule of charges.
Schedule of charges (for the publication of information)	Web site or hard copy	Web site - free. Hard copy - see schedule of charges.
Class 6 - Lists and Registers Currently maintained lists and registers only		

Assets Register	Hard copy	See schedule of charges.
Register of members' interests	Hard copy	See schedule of charges.
Register of gifts and hospitality	Hard copy	See schedule of charges.
Class 7 - The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only		
Parks, playing fields and recreational facilities	Hard copy	See schedule of charges.
Agency agreements	Hard copy	See schedule of charges.
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Hard copy	See schedule of charges.

Contact details:

Ernie Thomas, Parish Clerk, Honeysuckle, Cuckoo Lane, Shipton Gorge, Bridport, Dorset DT6 4LX.
Tel: 01308 898648 E-mail: clerk@shiptongorge.org.uk

SCHEDULE OF CHARGES

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 10p per sheet (black & white)	Actual cost *
	Photocopying @ 20p per sheet (colour)	Actual cost*
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation

* the actual cost incurred by the public authority

Shipton Gorge Parish Council
January 2009