

INFORMATION PUBLICATION SCHEME 2018

INFORMATION TO BE PUBLISHED	ACCESSED FROM	COST
CLASS 1 - WHO WE ARE AND WHAT WE DO	Website	Hard copies will be supplied at a
(organisational information, structures, locations and contacts)	Noticeboard	cost of £5.00 per enquiry, plus
	Hard Copy	10p per envelope, plus 10p per
This will be current information only		copy, plus actual postage.
Members of the Council and Committees	Website	Free
	Hard Copy - Contact Clerk	See pricing schedule above
Full contact details for Clerk and Council Members	Website	Free
	Noticeboard	Free
	Hard Copy - Contact Clerk	See pricing schedule above
CLASS 2 – WHAT WE SPEND AND HOW WE SPEND IT	Website	
(Financial information relating to projected and actual income and expenditure,	Hard Copy	
procurement, contracts and financial audit)		
Current and previous financial year as a minimum		
Financial Accounts	Website	Free
	Hard Copy - Contact Clerk	See pricing schedule above
Approved Budget	Website	Free
	Hard Copy - Contact Clerk	See pricing schedule above
Approved Precept	Website	Free
	Hard Copy - Contact Clerk	See pricing schedule above

Financial Standing Orders and Regulations	Website Hard Copy - Contact Clerk	Free See pricing schedule above
Expenditure Over £100.00	Website Hard Copy - Contact Clerk	Free See pricing schedule above
Annual Return Form and Report by Auditor	Website Hard Copy - Contact Clerk	Free See pricing schedule above
Loan Approval Letter	Website Hard Copy - Contact Clerk	Free See pricing schedule above
Grants Given and Received	Website Hard Copy - Contact Clerk	Free See pricing schedule above
List of Current Contracts Awarded and Value of Contract	Website Hard Copy - Contact Clerk	Free See pricing schedule above
Members' Allowances and Expenses	Not Applicable, No Allowances or Expenses Claimed	
CLASS 3 – WHAT OUR PRIORITIES ARE AND HOW WE ARE DOING (Strategies and plans, performance indicators, audits, inspections and reviews) Current and previous year as a minimum	Website Hard Copy	
Parish Plan	Website Hard Copy - Contact Clerk	Free See pricing schedule above
Annual Report to Parish Meeting	Website Hard Copy - Contact Clerk	Free See pricing schedule above
Quality Status	Not Applicable, No Quality Status Awarded	
Strategic Plan	Website Hard Copy - Contact Clerk	Free See pricing schedule above

CLASS 4 – HOW WE MAKE DECSIONS	Website	
(Decision making processes and records of decisions)	Noticeboard	
	Hard Copy	
Timetable of Meetings	Website	Free
(Council, Committee/Sub-Committee Meetings and Parish Meetings)	Noticeboard	Free
	Hard Copy - Contact Clerk	See pricing schedule above
Agendas of Meetings	Website	Free
(Council, Committee/Sub-Committee Meetings and Parish Meetings)	Noticeboard	Free
	Hard Copy - Contact Clerk	See pricing schedule above
Minutes of Meetings	Website	Free
(Council, Committee/Sub-Committee Meetings and Parish Meetings)	Hard Copy - Contact Clerk	See pricing schedule above
This will exclude information that is properly regarded as private to the meeting.		
Reports Presented to Council Meetings	Website	Free
_	Hard Copy - Contact Clerk	See pricing schedule above
This will exclude information that is properly regarded as private to the meeting.	.,	
Responses to Consultation Papers	Hard Copy - Contact Clerk	See pricing schedule above
Responses to Planning Applications	Hard Copy - Contact Clerk	See pricing schedule above
Bye-Laws	Not Applicable	

CLASS E OLID DOLLGIES AND DDOCEDLIDES	Website	
CLASS 5 – OUR POLICIES AND PROCEDURES (Current written protocols, policies and procedures for delivering our services and	Hard Copy	
responsibilities)	пата сору	
responsibilities)		
This will be current information only		
Policies and Procedures for the Conduct of Council Business:	Website	Free
	Hard Copy - Contact Clerk	See pricing schedule above
Procedural Standing Orders and Financial Regulations		
Committee and Sub-Committee Terms of Reference		
Delegated Authority in Respect of Officers		
Code of Conduct		
Policy Statements		
Policies and Procedures for the Provision of Services and About the Employment	Hard Copy - Contact Clerk	See pricing schedule above
of Staff:		
Internal Policies Relating to 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)		
	Website	Free
Data Protection Policies	Hard Copy - Contact Clerk	See pricing schedule above
Records Management Policies (records retention, destruction and archive)	Website	Free
	Hard Copy - Contact Clerk	See pricing schedule above
Information Security Policy	Website	Free
	Hard Copy - Contact Clerk	See pricing schedule above

Schedule of Charges	Website	Free
	Hard Copy - Contact Clerk	Free
CLASS 6 – LISTS AND REGISTERS	Website	Free
	Hard Copy - Contact Clerk	See pricing schedule above
Currently maintained lists and registers only		
Assets Register	Website	Free
	Hard Copy - Contact Clerk	See pricing schedule above
Disclosure Log	Website	See pricing schedule above
(indicating the information that has been provided in response to requests)	Hard Copy - Contact Clerk	
Register of Members' Interests	Website	Free
	Hard Copy - Contact Clerk	See pricing schedule above
Register of Gifts and Hospitality	Website	Free
	Hard Copy - Contact Clerk	See pricing schedule above
CLASS 7 – THE SERVICES WE OFFER	Website	Free
(Information about the services we offer, including leaflets, guidance and newsletters	Hard Copy - Contact Clerk	See pricing schedule above
produced for the public and businesses)		
Current information only		
Allotments	Website	Free
	Hard Copy - Contact Clerk	See pricing schedule above
Greens, Playground, Playing Fields and Recreational Facilities	Website	Free
	Hard Copy - Contact Clerk	See pricing schedule above
Seats/ Benches and Litter Bins	Website	Free
	Hard Copy - Contact Clerk	See pricing schedule above
Additional Information	None	

SCHEDULE OF CHARGES

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement Cost	Photocopy/Print (Black and White)	Hard copies @ 10p per copy
	Envelope Cost	10p per envelope
Clerk's Time	Clerk's time at estimated 25 minutes per enquiry.	Charge per enquiry £5.00
	An applicant will be informed by the Clerk if the request will incur additional charges.	Determining whether the data is held Location and retrieval of data Extraction and edit from existing documents
Postage	Postage	Actual cost of Royal Mail Standard 2 nd Class
Statutory Fee		In accordance with the relevant legislation

CONTACT DETAILS:

Helen Cudmore, Clerk to the Council Broadwindsor Group Parish Council The Old School House, Bridge Street, Netherbury, Dorset, DT6 5LS 01308 488440, 07980 589360 hello@broadwindsorgroup.gov.uk, broadwindsorgroup.gov.uk

ADOPTED BY BROADWINDSOR GROUP PARISH COUNCIL: