

Information available from Shillingstone Parish Council under the model publication scheme

Information to be published	How the information can be obtained	Cost Of hard copies
<p>Class1 - Who we are and what we do (Organisational information, structures, locations and contacts)</p> <p>Current information only</p>		
<p>Who's who on the Council and its Committees</p>	<p>Mobile App/Website and from Parish Clerk</p>	<p>10p per sheet + postage</p>
<p>Contact details for Parish Clerk and Council members</p>	<p>Mobile App/Website and from Parish Clerk</p>	<p>10p per sheet + postage</p>
<p>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)</p> <p>Current and previous financial year</p>		

Annual return form and report by auditor	Mobile App/Website and from Parish Clerk	10p per sheet + postage
Finalised budget	From Parish Clerk	10p per sheet + postage
Precept	From Parish Clerk	10p per sheet + postage
Financial Standing Orders and Regulations	From Parish Clerk	10p per sheet + postage
Grants given and received	From Parish Clerk	10p per sheet + postage
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)		
Parish Plan	From Parish Clerk	10p per sheet + postage
Annual Report to Parish or Community Meeting current and previous year	On website and from Parish	10p per

	Clerk	sheet + postage
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year		
Timetable of meetings (Council, any committee meetings and parish meetings)	Mobile App/Website and from Parish Clerk	10p per sheet + postage
Agendas of meetings (as above)	Mobile App/Website and from Parish Clerk	10p per sheet + postage
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Mobile App/Website and from Parish Clerk	10p per sheet + postage
Responses to consultation papers	From Parish Clerk	10p per sheet + postage
Responses to planning applications	From Parish Clerk	10p per sheet + postage
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 Code of Conduct	On website and from Parish Clerk	10p per sheet + postage
Policies and procedures for the provision of services and about the employment of staff: Complaints procedures (including those covering requests for information and operating the publication scheme)	From Parish Clerk	10p per sheet + postage
Class 6 – Lists and Registers Currently maintained lists and registers only		
Assets Register	From Parish Clerk	10p per sheet + postage
Register of members' interests	From Parish Clerk	10p per sheet + postage
Register of gifts and hospitality	From Parish Clerk	10p per sheet +

		postage
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		
Allotments		10p per sheet + postage
Playing fields and recreational facilities		10p per sheet + postage

Contact details:

Parish Clerk:

David Green

32 Field Close

STURMINSTER NEWTON

DT10 1QW

E-mail: Clerk@shillingstone-pc.gov.uk

This describes how the charges have been arrived at and should be published as part of the guide.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @10p per sheet (black & white)	Cost of photocopy
	Postage	Actual cost of Royal Mail standard 2 nd class