Guide to Information available from Sturminster Newton Town Council under the Freedom of Information Act model publication scheme

This guide covers only information we currently hold. If we do not hold some of the information listed below, we will mark it as 'not held' in the table.

Information to be published	**How the information can be obtained**	**Cost** See charges schedule below unless otherwise stated
Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts) Current information only	hard copy or website	
List of Council members and their responsibilities as well a list of Council Committees Details of any representation on local public bodies	hard copy or website	
Postal and email address Contact details for Parish Clerk and Council members Where possible, provide named contacts including contact phone numbers and email addresses	hard copy or website	
Location of main Council office and accessibility details	hard copy or website	
Staffing structure	hard copy or website	
Class 2 – What we spend and how we spend it (Financial information about projected and actual income	hard copy or website	

and expenditure, procurement, contracts and financial audit) Current and previous financial year as a minimum		
Statement of accounts and internal audit report in the format included in the Annual Return form	hard copy or website	
Finalised budget	hard copy or website	
Precept	hard copy	
Borrowing Approval letter	hard copy or website	
All items of expenditure above £100	hard copy or website	
Financial Standing Orders and Regulations	hard copy or website	
Grants given and received	hard copy or website	
List of current contracts awarded and value of contract	hard copy or website	
Members' allowances and expenses	hard copy or website	
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	hard copy or website	
Annual governance statement in format included in the Annual Return form	hard copy or website	
Parish Plan	hard copy or website	
Annual Report to Parish or Community Meeting	hard copy or website	
Quality status	hard copy or website	
Local charters drawn up in accordance with DLUHC's guidelines	hard copy or website	
Data Protection impact assessments (in full or summary format) or any other impact assessment (eg Health & Safety Impact Assessment, Equality Impact Assessments etc), as appropriate and relevant	hard copy or website	
Class 4 – How we make decisions	hard copy or website	

(Decision making processes and records of decisions) Current and previous council year as a minimum		
Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	hard copy or website	
Agendas of meetings (as above)	hard copy or website	
Minutes of meetings (as above) – exclude material that is properly considered to be exempt from disclosure	hard copy or website	
Reports presented to council meetings – exclude material that is properly considered to be exempt from disclosure	hard copy or website	
Responses to consultation papers	hard copy or website	
Responses to planning applications	hard copy or website	
Bye-laws	hard copy or website	
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only	hard copy or website	
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 or website	
Policies and procedures for the provision of services and about the employment of staff: • Internal instructions to staff and policies relating to the delivery of services • Equality and diversity policy • Health and safety policy • Recruitment policies and details of current vacancies • Policies and procedures for handling requests for information • Complaints procedures (including those covering requests for information and operating the	hard copy or website	

publication scheme)		
Records management, personal data and access to information policies Include information security policies, records retention, destruction and archive policies, and data protection (including data sharing and CCTV usage) policies	hard copy or website	
Class 6 – Lists and Registers Currently maintained lists and registers only.	hard copy or website; some information may only be available by inspection	
Information legally required to hold in publicly available registers (in most circumstances existing access provisions will suffice)	hard copy or website	
Assets register, including details of public land and building assets	hard copy or website	
Disclosure log indicating the information provided in response to FOIA and EIR requests. These are recommended as good practice	hard copy or website	
Register of members' interests	hard copy or website	
Register of gifts and hospitality	hard copy or website	
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	hard copy or website; some information may only be available by inspection	
Allotments	hard copy or website	
Burial grounds and closed churchyards	hard copy or website	
Community centres and village halls	hard copy or website	
Parks, playing fields and recreational facilities	hard copy or website	
Seating, litter bins, clocks, memorials and lighting	hard copy or website	
Bus shelters	hard copy or website	
Markets	hard copy or website	
Public conveniences	hard copy or website	
Agency agreements	hard copy or website	
Services for which we are entitled to recover a fee and details of those fees (eg burial fees)	hard copy or website	

Additional Information Information not itemised in the lists above	hard copy or website	

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 2nd class
Statutory Fee		
Other		

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