



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 |
|---|--|---|
| <p>Class 1 - Who we are and what we do</p> <p>(Organisational information, structures, locations and contacts)</p> <p>Current information only</p> | hard copy or website | |
| <p>List of Council members and their responsibilities as well a list of Council Committees</p> <p>Details of any representation on local public bodies</p> | hard copy or website | |
| <p>Postal and email address</p> <p>Contact details for Parish Clerk and Council members</p> <p>Where possible, provide named contacts including contact phone numbers and email addresses</p> | hard copy or website | |
| <p>Location of main Council office and accessibility details</p> | hard copy or website | |
| <p>Staffing structure</p> | hard copy or website | |
| <p>Class 2 – What we spend and how we spend it</p> <p>(Financial information about projected and actual income</p> | hard copy or website | |

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| 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 | |

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| (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: <ul style="list-style-type: none"> • 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: <ul style="list-style-type: none"> • 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 | |

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| 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 | |

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| Additional Information | hard copy or website | |
| Information not itemised in the lists above | | |
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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 | | |
| | | |
| Other | | |
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Approved 2 July 2025

Review July 2026