



STURMINSTER NEWTON TOWN COUNCIL
Information available from Sturminster Newton Town Council
under the model publication scheme

Adopted on: 4TH July 2019

Review date: 2023

The purpose of this scheme is to make the maximum amount of information readily available at minimum inconvenience and cost to the public. Charges made by Sturminster Newton Town Council for routinely published material will be justified and transparent and kept to a minimum.

Paper copies are available and will be printed in black and white, single sided at a cost of 6p per sheet

Information to be published	How the information can be obtained
<p>Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts)</p> <p>This will be current information only.</p> <p>N.B. Councils should already be publishing as much information as possible about how they can be contacted.</p>	Hard Copy or Website
Who's Who on the Council and its Committees	Hard Copy and Website
Contact details for Town Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Hard Copy and Website
Location of main Council office and accessibility details	Hard Copy and Website
Staffing structure	Hard Copy and Website
<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 as a minimum</p>	Hard Copy or Website

Annual return form and report by auditor	Hard Copy
Finalised budget	Hard Copy and Website
Precept	Hard Copy
Borrowing Approval letter	Hard Copy
Financial Standing Orders and Regulations	Hard Copy and Website
Grants given and received	Hard Copy
List of current contracts awarded and value of contract	Hard Copy
Members' allowances and expenses	Hard Copy
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)	Hard Copy or Website
Current and previous year as a minimum	
Parish Plan (current and previous year as a minimum)	Hard Copy
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Hard Copy and Website
Quality status	Hard Copy
Local charters drawn up in accordance with DCLG guidelines	Hard Copy
Class 4 – How we make decisions (Decision making processes and records of decisions)	Hard Copy or Website
Current and previous council year as a minimum	
Timetable of meetings (Council and any committee/sub-committee meetings and Parish meetings)	Hard Copy and Website
Agendas of meetings (as above)	Hard Copy and Website
Minutes of meetings (as above) – n.b. this will exclude information that is properly regarded as private to the meeting.	Hard Copy and Website
Reports presented to council meetings – n.b. this will exclude information that is properly regarded as private to the meeting.	Hard Copy and Website
Responses to consultation papers	Hard Copy
Responses to planning applications	Hard Copy and Website
Bye-laws	Hard Copy
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)	Hard Copy or Website
Current information only	
Policies and procedures for the conduct of council business:	
Procedural standing orders	Hard Copy and Website

Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements	Hard Copy and Website Hard Copy and Website Hard Copy and Website Hard Copy and 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 (including current vacancies) Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme)	Hard Copy Hard Copy Hard Copy and Website Hard Copy and Website Hard Copy Hard Copy and Website Hard Copy and Website
Information security policy	Hard Copy
Records management policies (records retention, destruction and archive)	Hard Copy
Data protection policies	Hard Copy and Website
Schedule of charges (for the publication of information)	Hard Copy and Website
Class 6 – Lists and Registers Currently maintained lists and registers only	Hard Copy or Website; some information may only be available by inspection
Any publicly available register or list	Hard Copy
Assets register	Hard Copy
Disclosure log (indicating the information that has been provided in response to requests; recommended as good practice, but may not be held by parish councils)	Hard Copy
Register of members' interests	Hard Copy and Website
Register of gifts and hospitality	Hard Copy
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 and Website
Burial grounds and closed churchyards	Hard Copy and Website
Parks, playing fields and recreational facilities	Hard Copy and Website
Seating, litter bins, clocks, memorials and lighting	Hard Copy
Bus shelters	Hard Copy
Public conveniences	Hard Copy
Agency agreements	Hard Copy
Services for which the council is entitled to	Hard Copy

recover a fee, together with those fees (e.g. burial fees)	

Contact Details:

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SCHEDULE OF CHARGES

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 @ 0.06p per sheet single sided (black & white)	Actual cost *
	Photocopying @ 0.12p per sheet single sided (colour)	Actual cost *
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)

* the actual cost incurred by the public authority