

## Information available from Child Okeford Parish Council under the model publication scheme

Information to be published	How the information can be obtained	Cost
<p><b>Class1 - Who we are and what we do</b> (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 and/or website)	
Who's who on the Council and its Committees	Website Hard copy	Free 10p/sheet
Contact details for Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website Hard copy	Free Free
Location of main Council office and accessibility details	Home of Clerk Visits by appointment	
Staffing structure	Website Hard copy	Free 10p/sheet
<p><b>Class 2 – What we spend and how we spend it</b> (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 and/or website)	
Annual return form and report by auditor	)	
Finalised budget	)	
Precept	) Hard copy	10p/sheet
<del>Borrowing Approval letter</del>	)	
Financial Standing Orders and Regulations	)	

Grants given and received	)	
List of current contracts awarded and value of contract	)	
Members' allowances and expenses	)	
<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)	(hard copy or website)	
Community Plan (current and previous year as a minimum) CO&H Parish Plan and VDS	Website Hard copy	Free 10p/sheet
<del>Local charters drawn up in accordance with WAG, OVW &amp; WLGA guidelines</del>		
<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions)  Current and previous council year as a minimum	(hard copy or website)	
Timetable of meetings (Council, any committee/sub-committee meetings and community meetings)	Website Hard copy	Free 10p/sheet
Agendas of meetings (as above)	Website Hard copy	Free 10p/sheet
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Website Hard copy	Free 10p/sheet
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Website Hard copy	Free 10p/sheet
Responses to consultation papers	Hard copy	10p/sheet
Responses to planning applications	Hard copy	10p/sheet
<del>Bye-laws</del>		
<b>Class 5 – Our policies and procedures</b> (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	) ) ) ) ) )	
Policies and procedures for the provision of services and about the employment of staff:  Internal 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)	) ) Whilst the Council has ) no specific documents ) relating to the majority ) of these items ) procedures operated ) are in accordance with ) current legislation ) ) Where applicable ) Hard copy	10p/sheet
Information security policy	)	
Records management policies (records retention, destruction and archive)	)	
Data protection policies	)	
Schedule of charges )for the publication of information)	)	
<b>Class 6 – Lists and Registers</b>  Currently maintained lists and registers only	(hard copy or website; some information may only be available by inspection)	
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice) <b>Planning Register</b>	Hard copy	10p/sheet
<b>Assets Register</b>	Hard copy	10p/sheet
Disclosure log (indicating the information that has been provided in response to requests; recommended as good practice, but may not be held by community councils)	Recorded in minutes	
Register of members' interests	Hard copy	10p/sheet
Register of gifts and hospitality	Hard copy	10p/sheet

<b>Class 7 – The services we offer</b> (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		
<del>Burial grounds and closed churchyards</del>		
<del>Community centres and village halls</del>		
Parks, playing fields and recreational facilities	Hard copy	10p/sheet
Seating, litter bins, clocks, memorials and lighting	Hard copy	10p/sheet
Bus shelters	Hard copy	10p/sheet
Markets		
Public conveniences		
<del>Agency agreements</del>		
<del>A summary of services for which the council is entitled to recover a fee, together with those fees (eg burial fees)</del>		
<b>Additional Information</b> This will provide Councils with the opportunity to publish information that is not itemised in the lists above		
	n/a	

**Contact details:**

**Clerk: John Gill**  
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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.

<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b>BASIS OF CHARGE</b>
<b>Disbursement cost</b>	Photocopying @ 10p per sheet (black & white)	Actual cost *
	Photocopying @ 10p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Statutory Fee</b>		In accordance with the relevant legislation (quote the actual statute)
<b>Other</b>		

\* The actual cost incurred by the public authority. The Parish Council has no in-house photo-copying facilities and therefore will obtain copies from outside commercial sources, where currently prices range from 5p to 10p per single sided sheet. Copies of computer generated documents would cost about 2p per copy to print – dependent upon content.