

Information available from Stalbridge Town Council under the model publication scheme

Information to be published	How the information can be obtained	Cost
<p>Class1 - 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>	<p>(hard copy and/or website)</p> <p>Web site and Office</p>	
Who's who on the Council and its Committees	Ditto	
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Ditto	
Location of main Council office and accessibility details	ditto	
Staffing structure		
<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>	<p>(hard copy and/or website)</p>	
Annual return form and report by auditor	Office	

Finalised budget	Web site and office	
Precept	ditto	
Borrowing Approval letter	n/a	
Financial Standing Orders and Regulations	Office	
Grants given and received	Office	
List of current contracts awarded and value of contract	Office	
Members' allowances and expenses	n/a	
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)	(hard copy or website)	
Parish Plan (current and previous year as a minimum)	Office	
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Office	
Quality status	None	
Local charters drawn up in accordance with DCLG guidelines	None	
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, any committee/sub-committee meetings and parish meetings)	Web site and office	
Agendas of meetings (as above)	Office/Notice board	
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Website and Office	

Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Ditto	
Responses to consultation papers	Ditto	
Responses to planning applications	Ditto	
Bye-laws	None	
<p>Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information only</p>	(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	Office	
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)		
Information security policy		
Records management policies (records retention, destruction and archive)		
Data protection policies		
Schedule of charges)for the publication of information)		
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 (if any are held this should be publicised; in most circumstances existing access provisions will suffice)		
Assets Register		
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)		
Register of members' interests	Office	
Register of gifts and hospitality	Office	
Class 7 – The services we offer		
(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)	(hard copy or website; some information may only be available by inspection)	
Current information only		
Allotments	Office	
Burial grounds and closed churchyards		

Community centres and village halls	Office	
Parks, playing fields and recreational facilities	Office	
Seating, litter bins, clocks, memorials and lighting	Office	
Bus shelters	Office	
Markets		
Public conveniences	Office	
Agency agreements		
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)		
Additional Information		
This will provide Councils with the opportunity to publish information that is not itemised in the lists above		

Contact details:

Town Clerk Mrs D J Hine, Town Council Office, 8 Ring Street, Stalbridge
Telephone No. 01963 364276
E-mail clerk@stalbridgetowncouncil.gov.uk

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 @ ..p per sheet (black & white)	Actual cost *
	Photocopying @ ..p per sheet (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)
Other		

* the actual cost incurred by the public authority