

Appendix A

Information available from Shaftesbury Town Council under the model publication scheme

Approved by the General Management Committee on 21st June 2016

Information to be published	How the information can be obtained	Cost +VAT where applicable
<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>Hard copy from office Website Notice board at Town Hall Information via telephone</p>	<p>Nil</p>
<p>Who's who on the Council and its Committees</p>	<p>Yearbook available from office Notice board at Town Hall Website</p>	<p>Nil</p>
<p>Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))</p>	<p>Yearbook available from office Notice board at Town Hall Website</p>	<p>Nil</p>
<p>Location of main Council office and accessibility details</p>	<p>Hard copy from office Website Notice board at Town Hall Information via telephone</p>	<p>Nil</p>
<p>Staffing structure</p>	<p>Hard copy available from office Website</p>	<p>Nil</p>

<p>Class 2 – What we spend and how we spend it</p> <p>(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 from office</p> <p>Some items available from website</p>	<p>Charges are made for photo-copying for each item in class 2</p>
<p>Annual return form and report by auditor</p>	<p>Hard copy from office</p> <p>Displayed on notice board at appropriate times</p> <p>Annual Report</p>	
<p>Finalised budget</p>	<p>Hard copy from office</p> <p>Website</p>	
<p>Precept</p>	<p>Hard copy from office</p> <p>Website</p>	
<p>Borrowing Approval letter</p>	<p>Not applicable</p>	
<p>Financial Standing Orders and Regulations</p>	<p>Hard copy from office</p> <p>Website</p>	
<p>Grants given and received</p>	<p>Hard copy from office</p> <p>Website</p>	
<p>List of current contracts awarded and value of contract</p>	<p>Hard copy from office</p>	
<p>Members' allowances and expenses</p>	<p>Hard copy from office</p> <p>Website</p> <p>Displayed on notice board at appropriate time</p> <p>Advertised in local press at</p>	

	appropriate time	
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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 from office Some items available from website	
Parish Plan (current and previous year as a minimum)		
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Hard copy available from office Website	Nil
Quality status	Not applicable at current time	Nil
Local charters drawn up in accordance with DCLG guidelines	Not applicable at current time	Nil

Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum	Hard copy from office Website	Charges are made for photo-copying for some items in class 4
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Yearbook available from office Website Notice board at Town Hall Twitter feed	Nil
Agendas of meetings (as above)	Hard copy from Town Hall lobby and office Website Notice board at Town Hall and in each ward	Nil

Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Hard copy from office Website	
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Hard copy from office	Photo-copying charge
Responses to consultation papers	Hard copy from office	Photo-copying charge
Responses to planning applications	Hard copy from office via minutes Website	
Bye-laws	Available from Dorset County Council and North Dorset District Council	Nil

<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 from office Website	Charges are made for photo-copying for some items in class 5
<p>Policies and procedures for the conduct of council business:</p> <p>Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements</p>	Hard copy from office Website	
<p>Policies and procedures for the provision of services and about the employment of staff:</p> <p>Internal policies relating to the delivery of services Equality and diversity policy Health and safety policy</p>	Hard copy from office Website	

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	Hard copy from office	Photo-copying charge
Records management policies (records retention, destruction and archive)	Hard copy from office	Photo-copying charge
Data protection and Freedom of Information policies	Hard copy from office	Photo-copying charge
Schedule of charges (for the publication of information)	Hard copy from office Website	

Class 6 – Lists and Registers Currently maintained lists and registers only	Hard copy from office Website Inspection at office	Charges are made for photo-copying for some items in class 6
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	Inspection at office	Nil
Assets Register	Hard copy from office Website	
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)	Inspection at office	Nil
Register of members' interests	Inspection at office Hard copy from office	
Register of gifts and hospitality	Inspection at office	

	Hard copy from office	
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<p>Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)</p> <p>Current information only</p>	<p>Hard copy from office</p> <p>Website</p> <p>Inspection at office</p>	<p>Charges are made for photo-copying for items in class 7</p>
Allotments	<p>Hard copy from office</p> <p>Website</p>	
Burial grounds and closed churchyards	<p>Hard copy from office</p> <p>Website</p>	
Community centres and village halls	<p>Hard copy from office</p> <p>Website</p>	
Parks, playing fields and recreational facilities	<p>Hard copy from office</p> <p>Website</p>	
Seating, litter bins, clocks, memorials and lighting	<p>Hard copy from office</p> <p>Website</p>	
Bus shelters	<p>Hard copy from office</p> <p>Website</p>	
Markets	<p>Hard copy from office</p> <p>Website</p>	
Public conveniences	<p>Hard copy from office</p> <p>Website</p>	

Agency agreements	Hard copy from office Website	
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Hard copy from office Website	

Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above		
Local Authority Land and Building Assets	Website	Nil
Expenditure exceeding £500	Website	Nil
Waste Collection Contract	Website	Nil
Pay multiple	Website	Nil

Contact details:

The Town Hall

High Street, Shaftesbury

Dorset, SP7 8LY

Office opening hours – Monday – Thursday 9am – 4pm, Friday 9am – 1pm

Tel: 01747 852420

Email: enquiries@shaftesbury-tc.gov.uk

Website: www.shaftesbury-tc.gov.uk

SCHEDULE OF CHARGES

TYPE OF CHARGE	Description	Excl VAT @ 20%	Basis of Charge
Disbursement cost	Photocopying A4 Black and White	10p per copy	Actual Cost
	Photocopying A4 Colour	30p per copy	Actual Cost
	Photocopying A3 Black and White	20p per copy	Actual Cost
	Photocopying A3 Colour	60p per copy	Actual Cost

	Postage	Actual cost of Royal Mail standard 2 nd Class (or large if applicable)
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