

## Information available from CHIDEOCK Parish Council under the Freedom of Information 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>		
Who's who on the Council and its Committees	www.chideockpc.org.uk Parish Notice Board E-mail Hard copy – contact Clerk	FREE FREE FREE 10p/sheet
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	As above	As above
<del>Location of main Council office and accessibility details</del>		
<del>Staffing structure</del>		
<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>		
Annual return form and report by auditor	www.chideockpc.org.uk Hard copy – contact Clerk	FREE 10p/sheet
Finalised budget	As above	As above
Precept	As above	As above
<del>Borrowing Approval letter</del>		
Standing Orders and Financial Regulations	www.chideockpc.org.uk E-mail Hard copy – contact Clerk	FREE FREE 10p/sheet
Grants given and received	www.chideockpc.org.uk E-mail Hard copy – contact Clerk	FREE FREE 10p/sheet
List of current contracts awarded and value of contract	Hard copy – contact Clerk	10p/sheet
<del>Members' allowances and expenses</del>		
<p><b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)</p>		
Parish Plan (current and previous year as a minimum)	www.chideockpc.org.uk Dorsetforyou website Hard copy – contact Clerk	FREE FREE 10p/sheet
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	www.chideockpc.org.uk Hard copy – contact Clerk	10p/sheet
<del>Quality status</del>		
<del>Local charters drawn up in accordance with DCLG guidelines</del>		

<p><b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions)</p> <p>Current and previous council year as a minimum</p>		
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	www.chideockpc.org.uk E-mail Hard copy – contact Clerk	FREE FREE 10p/sheet
Agendas of meetings (as above)	As above	As above
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	As above	As above
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	E-mail Hard copy – contact Clerk	As above
Responses to consultation papers	E-mail Hard copy – contact Clerk	As above
Responses to planning applications	Dorsetforyou website Minutes on www.chideockpc.org.uk Hard copy – contact Clerk	FREE FREE 10p/sheet
Bye-laws		
<p><b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only</p>		
<p>Policies and procedures for the conduct of council business:</p> <p>Procedural standing orders Committee and sub-committee terms of reference <del>Delegated authority in respect of officers</del> Code of Conduct Policy statements</p>	For all: - www.chideockpc.org.uk E-mail Hard copy – contact Clerk	FREE FREE 10p/sheet
<p>Policies and procedures for the provision of services and about the employment of staff:</p> <p><del>Internal policies relating to the delivery of services</del> <del>Equality and diversity policy</del> <del>Health and safety policy</del> <del>Recruitment policies (including current vacancies)</del> Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme)</p>	For all: - E-mail Hard copy – contact Clerk	FREE 10p/sheet
<del>Information security policy</del>		
Records management policies (records retention, destruction and archive)	Contact Clerk	
<del>Data protection policies</del>		
<del>Schedule of charges (for the publication of information)</del>		
<p><b>Class 6 – Lists and Registers</b></p> <p>Currently maintained lists and registers only</p>		
<del>Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)</del>		
Assets Register	www.chideockpc.org.uk E-mail Hard copy – contact Clerk	FREE FREE 10p/sheet
<del>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)</del>		
Register of members' interests	www.chideockpc.org.uk E-mail Hard copy – contact Clerk	FREE FREE 10p/sheet

Register of gifts and hospitality		

## 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

Allotments

~~Burial grounds and closed churchyards~~

~~Community centres and village halls~~

Parks, playing fields and recreational facilities

Seating, litter bins, clocks, memorials and lighting

Bus shelters

Markets

Public conveniences

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

Risk assessment

Safety inspection records for Clapps Mead play area, including ROSPA report

### Contact details:

Miss Sal Robinson  
Chideock Parish Clerk  
60 North Allington  
Brisport  
DT6 5DY

[Chideock@dorset-aptc.gov.uk](mailto:Chideock@dorset-aptc.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 @ .10p per sheet (black & white)	Actual cost *
	Photocopying @ .15p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Statutory Fee</b>		<del>In accordance with the relevant legislation (quote the actual statute)</del>
<b>Other</b>		

\* the actual cost incurred by the public authority