

INFORMATION AVAILABLE FROM THE STOURS PARISH COUNCIL UNDER THE MODEL PUBLICATION
SCHEME ADOPTED AT COUNCIL 8th January 2009

Costs are listed at the end

INFORMATION TO BE PUBLISHED	HOW THE INFORMATION CAN BE OBTAINED
Class 1 – Who we are and what we do	
Who's who on the Council and its committees	Hard copy from Clerk
Contact details for Parish Clerk and Council members	Hard copy from Clerk
Accessibility details	Hard copy from Clerk
Staffing Structure	Only employee is Clerk
Class 2 What we spend and how we spend it	
Current and previous financial year	Hard copy from Clerk
Annual return form and report by auditor	Hard copy from Clerk
Finalised budget	Hard copy from Clerk
Precept	Hard copy from Clerk
Financial Standing Orders and Regulations	Hard copy from Clerk
Grants given and received	Hard copy from Clerk
List of current contracts awarded and value	Hard copy from Clerk
Members' allowances and expenses	Hard copy from Clerk
Class 3 – What our priorities are and how we are doing	
Annual Report to Parish Meeting	Hard copy from Clerk
Class 4 How we make decisions	
Calendar of meetings	Hard copy from Clerk
Agendas of Meetings	Hard copy from Clerk
Minutes of Meetings – nb this will exclude information that is properly regarded as private to the meeting.	Hard copy from Clerk
Reports presented to Council meetings nb this will exclude information that is properly regarded as private to the meeting	Hard copy from Clerk
Responses to consultation papers	Hard copy from Clerk
Responses to planning applications	Hard copy from Clerk
Class 5 – Our policies and procedures	
Policies and procedures for conduct of council business including Code of Conduct, Standing Orders and Financial Regulations	Hard copy from Clerk
Grievance procedure	Hard copy from Clerk
Disciplinary Procedure	Hard copy from Clerk
Complaints procedure	Hard copy from Clerk
Equal Opportunities	Hard copy from Clerk
Class 6 – Lists and Registers	
Assets Register	Hard copy from Clerk
Register of members' interests	Hard copy from Clerk
Register of gifts and hospitality	Hard copy from Clerk
Class 7 – The services we offer	
Playing fields and recreational facilities	Hard copy from Clerk
Bus Shelters	Hard copy from Clerk
Seating	Hard copy from Clerk

SCHEDULE OF CHARGES

50p per single-sided A4 sheet of each request plus postage payable in advance. The Chairman is authorised to waive any fee if it is considered appropriate. For research requests requiring more than the mandatory an hourly rate of £25 will apply – this figure to be subject to review.

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