

MOTCOMBE PARISH COUNCIL

POLICY FOR FREEDOM OF INFORMATION

Adopted:

INFORMATION AVAILABLE FROM MOTCOMBE PARISH COUNCIL UNDER THE MODEL PUBLICATION SCHEME ADOPTED AT COUNCIL

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 Groups	Parish Council website Hard copy from Clerk
Contact details for Parish Clerk and Council members	Parish Council website 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	copy from Clerk
Annual return form and report by auditor	copy from Clerk
Finalised budget	copy from Clerk
Precept	copy from Clerk
Financial Standing Orders and Regulations	copy from Clerk
Grants given and received	copy from clerk
List of current contracts	copy from Clerk
Class 3 – What our priorities are and how we are doing	
Parish Plan	Hard copy from Clerk
Annual Report to Parish Meeting	Hard copy from Clerk
Class 4 How we make decisions	

Calendar of meetings	Parish Council Website Hard copy from Clerk
Agendas of Meetings	Parish Council Website Hard copy from Clerk
Minutes of Meetings	Parish Council Website Hard copy from Clerk
Reports presented to Council meetings	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
Class 7 – The services we offer	
Allotments via allotment association	Hard copy from Clerk
Additional Information	
Grant application form	Hard copy from Clerk

SCHEDULE OF CHARGES

£2 for the first single-sided A4 sheet of each request. 50p for each subsequent item. Where copies are mailed, an additional £2 plus appropriate postage. The Chairman is authorised to waive any fee if it is considered appropriate. For research requests requiring more than the mandatory nominal £450, an hourly rate of £25 will apply – this figure to be subject to review.

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