

Information available from Iwerne Minster Parish Council under the Freedom of Information Act

Reviewed July 2010

Information to be published	How the information can be obtained	Cost
Class 1 - Who we are and what we do		
Who's who on the Council and its Committees	Website and hard copy	Free
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website and hard copy	Free
Location of main Council office and accessibility details	N/A	Free
Staffing structure	N/A	Free
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)		
Current and previous financial year as a minimum	Hard copy	
Annual return form and report by auditor	Hard copy	10p/page
Finalised budget	Hard copy	10p/page
Precept	Contact Clerk	10p/page
Borrowing Approval letter	N/A	
Financial Standing Orders and Regulations	Hardcopy	10p/page
Grants given and received	Hardcopy	10p/page
List of current contracts awarded and value of contract	Contact clerk	
Members' allowances and expenses	Contact clerk	
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)		
Parish Plan (current and previous year as a minimum)	Website and hardcopy	10p/page
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Website and hardcopy	10p/page
Quality status	N/A	
Local charters drawn up in accordance with DCLG guidelines	N/A	10p/page

Class 4 – How we make decisions (Decision making processes and records of decisions)		
Current and previous council year as a minimum		
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Website, notice boards and hard copy	Free
Agendas of meetings (as above)	Website, notice boards and hard copy	10p/page
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Website, notice boards and hard copy	10p/page
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Hardcopy	10p/page
Responses to consultation papers	Hard copy	10p/page
Responses to planning applications	Hardcopy	Free
Bye-laws	Hardcopy	Free
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)		
Current information only		
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	Website and hardcopy	10p/page
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)	Website and hardcopy N/A N/A N/A	10p/page

Information security policy	Contact the clerk	
Records management policies (records retention, destruction and archive)	Contact the clerk	
Data protection policies	Contact the clerk	
Schedule of charges (for the publication of information)	See end of this document	
Class 6 – Lists and Registers		
Currently maintained lists and registers only		
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	Hard copy	10p/page
Assets Register	Hard copy	10p/page
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)	N/A	
Register of members' interests	Hard copy	10p/page
Register of gifts and hospitality	Hard copy	
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	Contact the Clerk	
Burial grounds and closed churchyards	N/A	
Community centres and village halls	Contact the Clerk	
Parks, playing fields and recreational facilities	Contact the Clerk	10p/page
Seating, litter bins, clocks, memorials and lighting	Contact the Clerk	Free
Bus shelters	Contact the Clerk	
Markets	N/A	
Public conveniences	N/A	
Agency agreements	N/A	
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	See allotments	10p/page
Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above		
Parish Design Statement	Hardcopy	£3 /copy

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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 @ 30p per sheet (colour)	Actual cost
	Postage – current 2 nd class Stamps charges	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