

## Information available from Buckland Newton Parish Council under the 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>	(hard copy or website)	<p>Hard copies will be charged at 20p per copy plus any postage costs incurred</p> <p>All information on the website is free to read and download</p>
Who's who on the Council and its Committees	Website hard copy contact clerk	Free 20p per sheet
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website hard copy contact clerk	Free 20 p per sheet
Location of main Council office and accessibility details	Contact clerk for appointment	
<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>	(hard copy or website)	
Annual return form and report by auditor	Website hard copy contact clerk	Free 20p per sheet
Finalised budget	Website hard copy contact clerk	Free 20p per sheet
Precept	Website hard copy contact clerk	Free 20p per sheet
Borrowing Approval letter	N/A	

Financial Standing Orders and Regulations	Website hard copy contact clerk	Free 20p per sheet
Grants given and received	Website hard copy contact clerk	Free 20p per sheet
List of current contracts awarded and value of contract	N/A	
Members' allowances and expenses	N/A	
<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)	(hard copy or website)	
Parish Plan	Website Hard copy	Free 20p per sheet
Neighbourhood Plan	Website Hard copy	Free 20p per sheet
Emergency Plan	Website Hard copy	Free 20p per sheet
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Website Hard copy	Free 20p per sheet
Local charters drawn up in accordance with DCLG guidelines	N/A	
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Website/ Hard Copy clerk	Free 20p per sheet
Agendas of meetings (as above)	Website/ Parish Room Door /Notice board at village shop Hard copy contact clerk	Free Free 20p per sheet
Minutes of meetings (as above) – NB this will exclude information that is properly regarded as private to the meeting.	Website/ Parish Room Door /Notice board at village shop Hard copy contact clerk	Free 20p per sheet
Reports presented to council meetings - NB this will exclude information that is properly regarded as private to the meeting.	Website/ Hard Copy contact clerk	Free 20p per sheet
Responses to consultation papers	Details – Contact clerk	20p per sheet
Responses to planning applications	Available on WDDC planning website and minutes	Free 20p per sheet
Bye-laws	N/A	

<p><b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information only</p>	(hard copy or website)	
<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>	Website details and hard copies contact clerk	Free 20p per sheet
<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 Equal opportunity policy Child Protection policy Grievance policy Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme)</p>	Details where applicable contact clerk	20p per sheet
<p>Records management policies (records retention, destruction and archive)</p>	Website Hard Copy –contact clerk	Free 20p per sheet
<p><b>Class 6 – Lists and Registers</b></p> <p>Currently maintained lists and registers only</p>	(hard copy or website; some information may only be available by inspection)	
<p>Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)</p>	N/A	
<p>Assets Register</p>	Website	Free

	Hard Copy- contact clerk	20p per sheet
Register of members' interests	Website Hard Copy- contact clerk	Free 20p per sheet
Register of gifts and hospitality	N/A	
<b>Class 7 – The services we offer</b> (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only	(hard copy or website; some information may only be available by inspection)	
Allotments	N/A	N/A
Burial grounds and closed churchyards	N/A	N/A
Community centres and village halls	N/A	N/A
Parks, playing fields and recreational facilities	Details – Contact Clerk	Free
Seating, litter bins, clocks, memorials and lighting	Details - Contact Clerk	Free
Bus shelters	Details – Contact Clerk	Free
Markets	N/A	N/A
Public conveniences	N/A	N/A
Agency agreements	N/A	N/A
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	N/A	
<b>Additional Information</b> This will provide Councils with the opportunity to publish information that is not itemised in the lists above		

**Contact details:**

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Please note all information was correct at time of printing  
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