PARISH COUNCIL MEETING 28th March 2022 **AGENDA ITEM 10**
Appendix L

CORSCOMBE, HALSTOCK AND DISTRICT PARISH COUNCIL

PUBLICATION NOTICE

The Freedom of Information Act grants to members of the public rights of access to a range of recorded information held by the Parish Council. Information about the Act is available from the Information Commissioner's Office at www.ico.gov.uk The Act requires every public body to adopt and maintain a generic model publication scheme.

All current documentation for the Corscombe, Halstock and District Parish Council is held by the Clerk and historical documents are stored at the Dorset Council Records Office. Appropriate details are available on request by members of the public under the Freedom of Information Act 2000 (FOIA), and non-confidential files may be viewed by appointment. All requests for information should be directed through the Clerk.

Information about the council, council members, meetings, and policies are also available on the Parish Council website www.chdpc.org.uk.

Dates and agendas of meetings, minutes, lists of councillors and important information are posted on parish notice boards. Notes of major issues from Parish Council meetings are published in the Chimes.

Inquiries about information available from other sources e.g. Dorset Council and the Environment Agency will be redirected to those agencies.

Copies of documents may be requested. These are available at cost plus postage if needed, payable in advance.

Publication Scheme

Information to be published	How the information can be obtained	Cost
Class1 - Who we are and what we do (Organisational information, structures, locations and contacts)	Parish Council notice boards Parish Council website	None
Who's who on the Council and its Committees	Parish Council notice boards Parish Council website	None
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Parish Council notice boards (clerk) Parish Council website By email from Clerk	None

Location of main Council office and accessibility details	N/A – C/O Parish council Clerk	N/A
Staffing structure	N/A	N/A
Class 2 – What we spend and how we spend it Current and previous financial year	Parish Council website & notice boards Parish Council minutes Information also available to public at Parish Council meetings and available by request to the Clerk	Photo copying costs where appropriate
Annual return form and report by auditor	Parish Council website & notice boards Information also available to public at Parish Council meetings and available by request to the Clerk	Photo copying costs where appropriate
Finalised budget	Parish Council website Parish Council minutes Information also available to public at Parish Council meetings and available by request to the Clerk	Photo copying costs where appropriate
Precept	Parish Council website Parish Council minutes Information also available to public at Parish Council meetings and	Photo copying costs where appropriate

	available by request to the Clerk	
Financial Standing Orders and Regulations	Parish Council website Hard copy available on request to the Clerk	Photo copying costs where appropriate
Class 3 – What our priorities are and how we are doing Audits, inspections and reviews Current and previous year as a minimum	Parish Council website	None
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Available on request to the Clerk	None
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum	Parish Council website Parish Council minutes Parish Council Standing Orders Parish Council financial Regulations	None
Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	Parish Council website & notice boards Parish Council minutes	None
Agendas of meetings (as above)	Parish Council website Parish Council notice boards	None

Minutes of meetings (as above) – n.b. this will exclude information that is properly regarded as private to the meeting.	Parish Council minutes, on website and notice boards	None
Reports presented to council meetings – n.b. this will exclude information that is properly regarded as private to the meeting.	Parish Council minutes, on website and notice boards	None
Responses to consultation papers	Parish Council minutes, on website and notice boards	None
Responses to planning applications	Parish Council minutes, on website and notice boards Dorset Council Planning Dept.	None
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only	Parish Council website and hard copy	Photo copying costs where appropriate
Policies and procedures for the conduct of council business: Standing orders Working Party terms of reference Code of Conduct Financial Regulations Risk assessment	Parish Council website and hard copy	Photo copying costs where appropriate
Policies and procedures for the provision of services and about the employment of staff: Equality and diversity policy Safe guarding Policy Vacancies Procedure Policies and procedures for handling requests for information	Parish Council website and hard copy	Photo copying costs where appropriate

Complaints procedures Grant Award Procedure Equal opportunities Councillors expenses Accessibility Training policy Highways Procedure Clerks contract/job description		
Data Protection and Privacy Notices	Parish Council website and Hard copy	Photo copying costs where appropriate
Records management policies (records retention, destruction and archive)	Parish Council website and Hard copy	Photo copying costs where appropriate
Data protection policies	Parish Council website and Hard copy	Photo copying costs where appropriate
Class 6 – Lists and Registers Currently maintained lists and registers only	(hard copy or website; some information may only be available by inspection)	
Assets register	Parish Council website and hard copy	None
Register of members' interests	Dorset County Council	None

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	(some information may only be available by inspection)	None
Green Spaces and recreational facilities (Corscombe playground and outdoor gym)	Maintenance reports only	None
Seating, litter bins, Bus Shelters, memorials and lighting	(some information may only be available by inspection)	None
Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above		
None		

Contact details:

Contact details for the Clerk / RFO are found on the Parish Council's website

Chdpc.org

The Clerk can be contacted by email at

chparishclerk@gmail.com