

# **CORSCOMBE, HALSTOCK AND DISTRICT PARISH COUNCIL**

## **PUBLICATION NOTICE**

All current documentation for the Corscombe, Halstock and District Parish Council is held by the Clerk and historical documents are stored at the Dorset Council Records Office. The web site holds the type of information which the Council routinely publishes e.g. minutes and agendas. The information you want may already be included in the publication scheme – so please check the documents on the web site first.

Further information is 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 or sent out. All requests for information should be directed through the Clerk.

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](http://www.ico.gov.uk) The Act requires every public body to adopt and maintain a generic model publication scheme.

The Clerk aims to initially respond to all freedom of Information requests within 5 working days and must comply with your request within 20 days. If the council does not comply, they must state the reasons why. In some circumstances the Parish Council may need longer to respond to your request, but this should not exceed 40 working days. If you believe the council has not dealt with your request satisfactorily, then you can telephone 0303 123 1113 or write to the Information Commissions Office.

Information Commissioner's Office

Wycliffe House

Water Lane

Wilmslow

Cheshire SK9 5AF

Please note, the Parish Council is not obliged to respond to vexatious requests, these are requests that are considered likely to cause a disproportionate or unjustifiable level of distress, disruption, or irritation

A log of all Freedom of Information requests will be kept by the Clerk.

Dates and agendas of meetings, 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.

Information about the council, council members, meetings, and policies are also available on the Parish Council website [www.chdpc.org.uk](http://www.chdpc.org.uk).

**Publication Scheme** (based on ICO model Publication Scheme)

<b>Information to be published</b>	<b>How the information can be obtained</b>	<b>Cost</b>
<b>Class1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts)	Parish Council notice boards Parish Council website	None
Who's who on the Council and its Committees List of council members and their responsibilities as well a list of Council Committees  Details of any representation on local public bodies	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
<b>Class 2 – What we spend and how we spend it</b>  Current and previous financial year Bank reconciliation Explanation of variance greater than 15% List of assets	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 available by request to the Clerk	Photo copying costs where appropriate
Financial Standing Orders and Regulations	Parish Council website Hard copy available on request to the Clerk	Photo copying costs where appropriate
All items of expenditure above £100	Parish Council website Hard copy available on request to the Clerk	Photo copying costs where appropriate

Members allowances and expenses	Parish Council website Hard copy available on request to the Clerk	
Grants given and received	Parish Council website Hard copy available on request to the Clerk	
List of current contracts awarded and value of contract	Parish Council website Hard copy available on request to the Clerk	
<b>Class 3 – What our priorities are and how we are doing</b> Performance indicators - Audits, inspections and reviews	Parish Council website	None
Current and previous year as a minimum		
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Available on request to the Clerk	None
<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions)	Parish Council website Parish Council minutes Parish Council Standing Orders Parish Council financial Regulations	None
Current and previous council year as a minimum		
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 confidential.	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 confidential.	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
<b>Class 5 – Our policies and procedures</b> (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 Term and References for the Staff Working Group, Council and PROW Code of Conduct 2018 Financial Regulations 2019 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:	Parish Council website and hard	Photo copying costs

<p>Equality and diversity policy  Safe guarding Policy  Vacancies Procedure  Policies and procedures for handling requests for information  Complaints procedures  Grant Award Procedure  Equal opportunities  Councillors expenses  Accessibility  Training policy  Highways Procedure  Clerks contract/job description  Response to planning procedures  Training Policy  Response to Planning applications  Financial Procedures Record  Councillors Expenses Policy</p>	<p>copy</p>	<p>where appropriate</p>
<p>Data Protection and Privacy Notices  Information audit Policy</p>	<p>Parish Council website and Hard copy</p>	<p>Photo copying costs where appropriate</p>
<p>Records management policies (records retention, destruction and archive)  Publication notice  Publication Schedule</p>	<p>Parish Council website and Hard copy</p>	<p>Photo copying costs where appropriate</p>
<p>Communication  Social media Policy  Press and Media Policy</p>	<p>Parish Council website and Hard copy</p>	<p>Photo copying costs where appropriate</p>

<b>Class 6 – Lists and Registers</b> Currently maintained lists and registers only	(hard copy or website; some information may only be available by inspection)	
Register of Councillor Attendance	Hard copy	None
Assets register	Parish Council website and hard copy	None
Register of members' interests	Dorset County Council	None
<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	(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
<b>Additional Information</b> 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](mailto:chparishclerk@gmail.com)