

Information available from Crossways Parish Council under the Model Publication scheme

TO BE USED IN CONJUNCTION WITH THE FREEDOM OF INFORMATION ACT PUBLICATION SCHEME ADOPTED FEBRUARY 2009

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) This will be current information only	Hard copy and / or website	
Who's who on the Council and its Committees	Website Hard copy – contact clerk	Free Free
Contact details for Parish Clerk and Council members	Website Hard copy – contact clerk	Free Free
Location of main Council office and accessibility details	Contact the clerk for appointment	
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 and / or website	
Annual return form and report by auditor	Hard copy – contact clerk	Free
Finalised budget	Hard copy – contact clerk	Free
Precept	Hard copy – contact clerk	Free
Borrowing Approval letter	N/A	N/A
Financial Standing Orders and Regulations	Details – contact clerk	Free
Grants given and received	Details – contact clerk	Free
List of current contracts awarded and value of contract	Details – contact clerk	N/A
Members' allowances and expenses	N/A	N/A

Information to be published	How the information can be obtained	Cost
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)	Hard copy and / or website	
Parish Plan	Website Hard copy – contact clerk	Free Free
Annual Report to Parish Meeting (current and previous year as a minimum)	Website Hard copy – contact clerk	Free Free
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum	Hard copy and / or website	
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Website Parish Notice Boards	Free Free
Agendas of meetings (as above)	Website Parish Notice Boards (current)	Free Free
Minutes of meetings (as above) this will exclude information that is properly regarded as private to the meeting.	Website Hard copy – contact clerk	Free Free
Reports presented to council meetings - this will exclude information that is properly regarded as private to the meeting.	Website Hard copy – contact clerk	Free Free
Responses to consultation papers	Details – contact clerk	Free
Responses to planning applications	Dorsetforyou website Hard copy – contact clerk	Free Free
Bye-laws	Clerk	Free

Information to be published	How the information can be obtained	Cost
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only	Hard copy and / or website	
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	Details – contact clerk	Free
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)	Details where available – contact clerk	Free
Records management policies (records retention, destruction and archive)	Hard copy – contact clerk	Free
Data protection policies	Web site, Contact Clerk	Free
Schedule of charges (for the publication of information)	Website Hard copy – contact clerk	Free Free

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Class 6 – Lists and Registers Currently maintained lists and registers only	Hard copy or website; some information may only be available by inspection	
Any publicly available register or list (if any are held this should be publicized; in most circumstances existing access provisions will suffice)	N/A	N/A
Assets Register	Hard copy – contact clerk	Free
Register of members' interests	Hard copy – contact clerk	Free

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	Hard copy or website; some information may only be available by inspection	
Parks, playing fields and recreational facilities	Details – contact clerk	Free
Seating, litter bins, clocks, memorials and lighting	Details – contact clerk	Free
Bus shelters	N/A	N/A

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Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above	N/A	N/A

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