

Puncknowle and Swyre Model Publication Scheme

including schedule of charges

Adapted from the SLCC 2019 Model Publication Scheme and adopted by Puncknowle and Swyre Publication Scheme from 2 November 2021.

This publication scheme commits this authority to make information available to the public as part of its normal business activities. The information covered is included in the classes of information mentioned below, where this information is held by the authority.

Information to be published	How the information can be obtained
Class 1 – Who we are and what we do	
(Organisational information, structures, locations, and contacts) This will be current information only.	Hard copy and Website or via email if practicable
Who's Who on the Council and its Committees	Hard copy and Website
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Hard copy and Website
Staffing structure	Hard copy
Class 2 – What we spend and how we spend it	Hard copy
(Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit) Current and previous financial year as a minimum	
Annual return form and report by auditor	Hard copy and Website

Finalised budget	Hard copy
Precept	Hard copy
Borrowing Approval letter	Hard copy (where applicable)
Financial Standing Orders and Regulations	Hard copy and Website
Grants given and received	Hard copy
List of current contracts awarded and value of contract	Hard copy
Members' allowances/Members' expenses	Hard copy
Members' allowances	Not applicable
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections, and reviews)	
Neighbourhood Plan (progress if initiated)	Electronic or Hard copy
Any local charters drawn up in accordance with DCLG guidelines	Hard Copy
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Website or hard copy

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)	Hard copy and Website
Agendas of meetings (as above)	Hard copy and Website
Minutes of meetings (as above) – Note: this will exclude information that is properly regarded as private to the meeting.	Hard copy and Website
Reports presented to council meetings - Note: this will exclude information that is properly regarded as private to the meeting.	Hard copy

Responses to consultation papers	Hard Copy where available
Responses to planning applications	Hard copy
Bye laws	Hard copy

<p>Class 5 – Our policies and procedures (Current written protocols, policies, and procedures for delivering our services and responsibilities) Current Information only</p>	
Policies and procedures for the conduct of council business: <ul style="list-style-type: none"> • Procedural standing orders • Committee and sub-committee terms of reference • Delegated authority in respect of officers • Code of Conduct • Policy statements 	Hard copy Hard copy Hard copy Hard copy Hard copy
Policies and procedures for the provision of services and about the employment of staff: Internal Policies relating to the delivery of services <ul style="list-style-type: none"> • 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) 	Hard Copy Hard Copy Hard Copy Hard Copy and Website Hard Copy
Information security policy	Hard Copy
Records management policies (records retention, destruction and archive)	Hard Copy
Data protection policies	Hard Copy
Schedule of charges (for the publication of information)	Hard Copy and Website – see below

Class 6 – Lists and Registers Currently maintained lists and registers only	(Hard copy or Website; some information may only be available by inspection)
Asset Register	Hard Copy and Website
Register of members' interests	Hard Copy and Website
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	(Hard copy or Website; some information may only be available by inspection)
Allotments	Hard Copy
Parks, playing fields and recreational facilities	Hard Copy
Agency Agreements where they exist	Hard Copy
A summary of services where they exist for which the council is entitled to recover a fee, together with those fees	Hard Copy and Website

Contact details:

Clerk to Puncknowle and Swyre Parish Council: Mrs S Bowsher, Swyre Cross, Swyre, Dorchester DT2 9DA

Telephone: 01308 897987 Email: puncknowle@dorset-aptc.gov.uk

SCHEDULE OF CHARGES

- (i) One copy of any available document will be supplied free of charge to any resident within the Parish of Puncknowle and Swyre
- (ii) Multiple copies of any available document will be supplied to any resident within the Parish of Puncknowle and Swyre on payment of the actual cost* of copying plus postage.
- (iii) Any single copy of any available document, or multiple copies of same, will only be provided to any resident outside the Parish or to any company or corporate body, on payment of a sum not exceeding £25.00 for administrative expenses plus the actual cost* of copying and postage.

**Actual cost of printing or photocopying per A4 sheet black and white – 10p, colour 25p.*