



DOGMERSFIELD PARISH COUNCIL

Ref: 127/20
Title: Publication Scheme
Adopted: 14 September 2020
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Information available from Dogmersfield Parish Council under the model publication scheme

All available information may be obtained electronically free of charge. The costs shown relate to double-sided printed format

Class 1 – Who we are and what we do

(Organisational information, structures, locations and contacts) This will be current information only

Description	Format	Number of pages	Cost (plus postage)
Who's who on the Council	Hardcopy/electronic	1	20p per sheet
Contact details for Parish Clerk and Council members (named contacts with telephone number and email address (if used);	Hardcopy/electronic	1	20p per sheet
Staffing structure	N/A	N/A	N/A

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

Description	Format	Number of pages	Cost (plus postage)
Annual return form and report by auditor (limited to last Financial Year)	Hardcopy/electronic	6	20p per sheet
Finalised budget	Hardcopy/electronic	2	20p per sheet
Precept (limited to last financial year)	Hardcopy/electronic	5	20p per sheet
Borrowing Approval letter	N/A	N/A	N/A
Financial Regulations	Hardcopy/electronic	16	20p per sheet
Grants given and received	Hardcopy/electronic	1	20p per sheet



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List of current contracts awarded and value of contract	Hardcopy/electronic	1	20p per sheet
Members' allowances and expenses	N/A	N/A	N/A

Class 3 – What our priorities are and how we are doing

(Strategies and plans, performance indicators, audits, inspections and reviews)

Description	Format	Number of pages	Cost (plus postage)
Parish Plan	N/A	N/A	N/A
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Hardcopy/electronic	6 average	20p per sheet
Quality Status	N/A	N/A	N/A
Local charters drawn up in accordance with DCLG guidelines	N/A	N/A	N/A

Class 4 – How we make decisions

(Decision making processes and records of decisions) Current and previous council year as a minimum

Description	Format	Number of pages	Cost (plus postage)
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Hardcopy/electronic	1	20p per sheet
Agendas of meetings (as above)	Hardcopy/electronic	3	20p per sheet
Minutes of meetings (as above) – N.B. this will exclude information that is properly regarded as private to the meeting.	Hardcopy/electronic	8	20p per sheet
Reports presented to council meetings – N.B. this will exclude information that is properly regarded as private to the meeting (In Committee items)	Hardcopy/electronic	As applicable	20p per sheet
Responses to consultation papers	Hardcopy/electronic	As applicable	20p per sheet
Responses to planning applications	Hardcopy/electronic	As applicable	20p per sheet



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Bye-laws	N/A	N/A	N/A
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Class 5 – Our policies and procedures

(Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only

Policies and procedures for the conduct of council business:

Description	Format	Number of pages	Cost (plus postage)
Procedural standing orders	Hardcopy/electronic	23	20p per sheet
Committee and sub-committee terms of reference	Hardcopy/electronic	4	20p per sheet
Delegated authority in respect of officers	N/A	N/A	N/A
Code of Conduct	Hardcopy/electronic	11	20p per sheet
Policy statements	N/A	N/A	N/A

Policies and procedures for the provision of services and about the employment of staff

Description	Format	Number of pages	Cost (plus postage)
Internal policies relating to the delivery of services	N/A	N/A	N/A
Equality and diversity policy	N/A	N/A	N/A
Health and safety policy (Risk assessments)	N/A	N/A	N/A
Staff recruitment policies (including current vacancies)	N/A	N/A	N/A
Policies and procedures for handling requests for information (Part of Standing Ord	Hardcopy/electronic	23	20p per sheet
Complaints procedures (including those covering requests for information and operating the publication scheme)	N/A	N/A	N/A
Information security policy	N/A	N/A	N/A
Records management policies (records retention, destruction and archive)	Hardcopy/electronic	8	20p per sheet
Data protection policies	Hardcopy/electronic	4	20p per sheet
Schedule of charges (for the publication of information) see below	Hardcopy/electronic	1	20p per sheet



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Class 6 – Lists and Registers

Some information may only be available by personal inspection

Description	Format	Number of pages	Cost (plus postage)
Declaration of Acceptance of Office	Hardcopy/electronic	1	20p per sheet
Assets Register	Hardcopy/electronic	1	20p per sheet
Disclosure log (indicating the information that has been provided in response to requests)	Hardcopy/electronic	1	20p per sheet
Register of members' interests	Hardcopy/electronic	20	20p per sheet
Register of gifts and hospitality	Hardcopy/electronic	1	20p per sheet

Class 7 – The services we offer

(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)

Description	Format	Number of pages	Cost (plus postage)
Allotments	N/A	N/A	N/A
Burial grounds and closed churchyards	N/A	N/A	N/A
Community Centres and Village Halls	N/A	N/A	N/A
Parks, playing fields and recreational facilities	N/A	N/A	N/A
Seating, litter bins, clocks, memorials and lighting	N/A	N/A	N/A
Bus shelters	N/A	N/A	N/A
Markets	N/A	N/A	N/A
Public conveniences	N/A	N/A	N/A
Agency agreements	N/A	N/A	N/A

Summary of services for which the Council is entitled to recover a fee:

Burials, Cremations, Erection of Memorials, Hiring of Football and Cricket Pitches, etc. – N/A

Additional Information

Not applicable



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Schedule of Charges

Type of Charge	Description	Basis of Charge
Disbursement cost	Photocopying @ 20p per A4 sheet (black and white)	Actual cost *
	Photocopying @ 20p per A4 sheet (colour)	Actual cost *
	Mileage (for bound registers) 45p per mile or current rate	Staff mileage rate
	Postage (to be charged at current rate at time of posting)	Actual cost *
Statutory Fee	In accordance with the Statutory Instrument 2004 No 3244; The Freedom of Information and Data Protection (Appropriate Limit and Fees) Regulations 2004	

* the actual cost incurred by the public authority

Contact details:

The Parish Clerk, 6 Green Lane, Hartley Wintney, Hook, RG27 8DL

Email: clerk@dogmersfieldparish.co.uk