



# Sturminster Marshall Parish Council

Freedom of Information Policy

**Adopted: 6<sup>th</sup> April 2017**  
**Next Review: April 2018**

Information to be published	How the information can be obtained	Cost
<b><i>Class 1 - Who we are and what we do</i></b>		
Who is a Councillor	On the main notice board and the village website	Free
Contact details for Councillors and Clerk	On the main notice board and the village website	Free
<b><i>Class 2 - What we spend and how we spend it</i></b>		
Final Accounts and report by Auditor for previous 2 financial years	Copy on website or Hard copy from Clerk	10p per sheet
Budget and Precept for current and previous financial years	Hard copy from Clerk	10p per sheet
Financial Regulations	Copy on website or Hard copy from Clerk	10p per sheet
Details of Grants given in current and previous financial years	Hard copy from Clerk	10p per sheet
Members' allowances Members' expenses in current and previous financial years	Not Applicable Hard Copy from Clerk	10p per sheet
<b><i>Class 3 - What our priorities are and how we are doing</i></b>		
Parish Plan	On the village website Hard copy from Clerk	Free
Annual report by Chairman to Parish Meeting in current and previous municipal years	Hard copy from Clerk	10p per sheet
<b><i>Class 4 - How we make decisions</i></b>		
Timetable of meetings	On the main notice board and the village website	Free
Agendas of meetings	On the main notice board and the village website Copies provided at meeting	Free
Minutes of meetings - excluding any information that is properly regarded as private to the meeting	On the main notice board and the village website	Free
Reports presented to the meetings - excluding any information that is properly regarded as private to the meeting	Hard copy from Clerk Email copy from Clerk Copies provided at meeting	10p per sheet Free
Responses to consultations and planning applications	In Minutes - as above Hard copy from Clerk	Free 10p per sheet
<b><i>Class 5 - Our policies and procedures</i></b>		
Standing Orders	Hard copy from Clerk and copy on website	10p per sheet
Delegated authorities in respect of officers	Contained in Standing Orders	

Code of conduct - Code of Conduct adopted 3 <sup>rd</sup> March 2016.	Hard copy from Clerk	10p per sheet
Health & Safety policy	Hard copy from Clerk	10p per sheet
Complaints procedures	Hard copy from Clerk	10p per sheet
Data protection policy	Hard copy from Clerk	10p per sheet
Schedule of charges for the publication or supply of information	See below	Free
<b>Class 6 - Lists and Registers</b>		
Assets register	Hard copy from Clerk	10p per sheet
Risk Assessment	Hard copy from Clerk	10p per sheet
Register of members' interests	Hard copy from Clerk	10p per sheet
Register of gifts and hospitality	Hard copy from Clerk	10p per sheet
<b>Class 7 - The Services we offer</b>		
Allotments, burial grounds and closed church yards	Not applicable	
Community centres and village halls	Not applicable	
Parks, playing fields and recreational facilities	Contact Clerk	
Seating, bins, memorials and lighting	Contact Clerk	
Shelters, public conveniences and markets	Not applicable	
A summary of the services for which the council is entitled to recover a fee, together with those fees	None	
<p>Contact Details :</p> <p>Clerk : Alison Clothier  25 High Street  Lytchett Matravers  Poole  BH16 6BH  sturminstermarshall@dorset-aptc.gov.uk <span style="float: right;">07469780548</span></p>		
<b>SCHEDULE OF CHARGES</b>		
<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b>BASIS OF CHARGE</b>
Disbursement cost	Photocopy - 10p per sheet	Actual cost
Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class mail	
Clerk's Time	A fee of £450 will be charged for providing information which takes 18 hours of the Clerk's time to provide. Any additional time thereafter will be charged at £25 per hour.	The activities to take into account: Determining whether the data is held Locating & retrieving it Extracting and editing it from existing documents

	An applicant will be informed by the Clerk if the request will incur a charge and the information will be provided on receipt of the fee.	
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Information held by a public authority that is not published under this scheme can be requested in writing, when its provision will be considered in accordance with the provisions of the Freedom of Information Act.