

Sturminster Marshall Parish Council Publication Scheme

1. Introduction

Sturminster Marshall Parish Council ("the Council") is committed to openness and transparency in its operations. This Publication Scheme is prepared in accordance with the Freedom of Information Act 2000 and outlines the information the Council publishes or intends to publish, how it can be accessed, and whether there is any charge for accessing it.

2. Classes of Information

The information the Council publishes is organised into the following categories:

2.1 Who We Are and What We Do

- Council structure and councillor roles
- Contact details for the Clerk and Council members
- Dates, time and location of Council meetings
- Information about the Council's functions and responsibilities

2.2 What We Spend and How We Spend It

- Annual budget and precept information
- Annual accounts and audit reports
- Financial regulations
- Grants and funding provided or received
- Expenses and allowances for councillors

2.3 What Our Priorities Are and How We Are Doing

- Neighbourhood Plan
- Annual reports to the parish
- Annual Action Plan

2.4 How We Make Decisions

- Timetable of Council meetings
- Agendas and minutes of meetings (excluding confidential information)
- Reports presented to Council meetings
- Public consultations

2.5 Our Policies and Procedures

- Standing Orders and Financial Regulations
- Policies and procedures for the conduct of council business
- Policies on data protection, complaints, and equal opportunities
- Risk management policy

2.6 Lists and Registers

- Asset register
- Register of councillors' interests

2.7 The Services We Offer

- Playground, recreational facilities, village greens
- Community events and grants
- Public seating, bins.

3. How to Access Information

Most information is available on the Council's website: www.sturminstermarshall-pc.gov.uk . If you cannot find the information you need online, please contact the Council Clerk using the details below:

Alison Clothier
Sturminster Marshall Parish Council
28 Landers Reach
Lytchett Matravers
BH16 6NB

Accessing Information not included within the Model Publication Scheme
Information held by Sturminster Marshall Parish Council 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 (FOIA).

Written requests must include your real name and be submitted to the Clerk .

Council's Response to a written request

Your request will be recorded in a FOI register on and we will respond within 20 working days to:

- confirm to you whether it holds the information.
- advise you if a fee will be charged.
- provide you with the information (after any relevant fee has been paid)

unless it is assessed to be a vexatious/repeat request or be subject to an exemption.

Responses will be in accordance with the Freedom of Information Act 2000 as set out in guidance provided by the Information Commissioner's Office, which is available at: [Guide to freedom of information | ICO](#).

Exempt Information

The FOIA provides for the exemption of some information from disclosure, for example, if it would be harmful to another person. We will inform you if an exemption applies to the information you are requesting.

Vexatious or repeated requests

Sturminster Marshall Parish Council is committed to openness and transparency, however, responding to vexatious and/or habitual requests can be both time consuming and wasteful of our limited resources.

4. Charges for Information

The Council aims to provide information free of charge where possible. However, charges may apply for:

- Photocopying and printing
- Postage and packaging
- Costs associated with locating and retrieving information (if significant)

A detailed list of charges is available upon request.

5. Review and Updates

This Publication Scheme is reviewed annually or when significant changes occur in Council activities or legislation.

List of Charges

Most of this information can be downloaded free of charge from Sturminster Marshall Parish Council's website:

One copy of any document, which is not available for download from the website, will be supplied free of charge to any resident of Madley Parish, for collection from the Clerk.

For multiple copies, and/or for documents which are requested to be posted, the charge will be the copying cost of 20p per sheet (black and white) or 50p per sheet (colour) and the cost of Royal Mail 2nd class postage.

In accordance with the Model Publication Scheme provided by the Information Commissioner's Office, the Parish Council reserves the right to make a charge for the disbursement of officer time (administration – currently charged at £17 per hour), photocopying and postage of complex and archived material.