

# BRYANSTON PARISH COUNCIL

## POLICY FOR FREEDOM OF INFORMATION

Adopted:

**INFORMATION AVAILABLE FROM BRYANSTON PARISH COUNCIL UNDER THE MODEL PUBLICATION  
SCHEME ADOPTED AT COUNCIL .....**

Costs are listed at the end

INFORMATION TO BE PUBLISHED	HOW THE INFORMATION CAN BE OBTAINED
<b>Class 1 – Who we are and what we do</b>	
Who’s who on the Council and Groups	Parish Council website Hard copy from Clerk
Contact details for Parish Clerk and Council members	Parish Council website Hard copy from Clerk
Accessibility details	Hard copy from Clerk
Staffing Structure	Only employee is Clerk
<b>Class 2 What we spend and how we spend it</b>	
Current and previous financial year	copy from Clerk
Annual return form and report by auditor	copy from Clerk
Finalised budget	copy from Clerk
Precept	copy from Clerk
Financial Standing Orders and Regulations	copy from Clerk
Grants given and received	copy from clerk
List of current contracts	copy from Clerk
<b>Class 3 – What our priorities are and how we are doing</b>	
Parish Plan	Hard copy from Clerk
Annual Report to Parish Meeting	Hard copy from Clerk
<b>Class 4 How we make decisions</b>	

Calendar of meetings	Parish Council Website Hard copy from Clerk
Agendas of Meetings	Parish Council Website Hard copy from Clerk
Minutes of Meetings	Parish Council Website Hard copy from Clerk
Reports presented to Council meetings	Hard copy from Clerk
Responses to consultation papers	Hard copy from Clerk
Responses to planning applications	Hard copy from Clerk
<b>Class 5 – Our policies and procedures</b>	
Policies and procedures for conduct of council business including Code of Conduct, Standing Orders and Financial Regulations	Hard copy from Clerk
Grievance procedure	Hard copy from Clerk
Disciplinary Procedure	Hard copy from Clerk
Complaints procedure	Hard copy from Clerk
Equal Opportunities	Hard copy from Clerk
<b>Class 6 – Lists and Registers</b>	
Assets register	Hard copy from Clerk
<b>Class 7 – The services we offer</b>	
Allotments via allotment association	Hard copy from Clerk
<b>Additional Information</b>	
Grant application form	Hard copy from Clerk

#### **SCHEDULE OF CHARGES**

£2 for the first single-sided A4 sheet of each request. 50p for each subsequent item. Where copies are mailed, an additional £2 plus appropriate postage. The Chairman is authorised to waive any fee if it is considered appropriate. For research requests requiring more than the mandatory nominal £450, an hourly rate of £25 will apply – this figure to be subject to review.

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