

**INFORMATION AVAILABLE FROM PARRETT & AXE PARISH COUNCIL
UNDER THE FREEDOM OF INFORMATION PUBLICATION SCHEME**

INFORMATION TO BE PUBLISHED	HOW TO FIND THE INFORMATION
Class 1 – Who we are and what we do	
Who's who on the Council and their contact details	On noticeboards and website (www.parrettandaxe.org.uk) Hard copy from Clerk
Location of Council Meetings	On noticeboards and website
Staffing Structure	Clerk is the only employee
Class 2 What we spend and how we spend it	
Final Accounts, annual return form and report by auditor	On website and hard copy from Clerk
Finalised Budget and Precept	On website and hard copy from Clerk
Financial Standing Orders and Regulations	On website and hard copy from Clerk
Class 3 – What our priorities are and how we are doing	
Annual Report to Parish Council Meeting	On website (in AGM minutes) and hard copy from Clerk
Class 4 How we make decisions	
Timetable of Meetings	On noticeboards
Agendas	On noticeboards, website and hard copy available at meetings
Minutes of Meetings	On website and hard copy available at following meeting
Responses to consultation papers	Reported at meetings and recorded in minutes
Responses to Planning Applications	Reported at meetings and recorded in minutes. Also available on Planning website (www.dorsetforyou.gov.uk)
Class 5 – Our policies and procedures	
Policies and procedures for conduct of council business, including Standing Orders and Code of Conduct.	On website and hard copy from Clerk
Policies and procedures for the delivery of services and employment of staff, including equality & diversity, health and safety, recruitment, handling requests for information and complaints.	In accordance with DAPTC guidelines. Hard copy from Clerk
Policies for information security, records management and data protection.	In accordance with DAPTC guidelines. Hard copy from Clerk
Class 6 – Lists and Registers	
Assets register	On website and hard copy from Clerk
Register of Members Interests	On website and available for inspection
Class 7 – The services we offer	
Bi-monthly Newsletter	Delivered to households and on website

SCHEDULE OF CHARGES

£1 for the first single-sided A4 sheet of each request. 50p for each subsequent page. Where copies are mailed, the appropriate postage rate will be charged. The Chairman is authorised to waive any fee if it is considered appropriate. .

Parish Clerk, Mrs Angela Gillingham
Bridge Farmhouse, South Perrott,
Beaminster, Dorset DT8 3HU

Tel: 01935 891931

Email: clerk@parrettandaxe.org.uk