

Information available from Corfe Mullen Town Council under the model publication scheme

Information to be published Cost: Charges per copy for hard copies see schedule at end	How the information can be obtained
Class1 - Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only. N.B. Councils should already be publishing as much information as possible about how they can be contacted.	(hard copy or website)
Who's who on the Council and its Committees	Both
Contact details for Town Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Both
Location of main Council office and accessibility details	Both
Staffing structure	Both
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 three years	(hard copy or website)
Annual return form and report by auditor	Both
Finalised budget	Both
Precept	Both
Borrowing Approval letter	Hard copy
Financial Standing Orders and Regulations	Both
Grants given and received	Hard copy
List of current contracts awarded and value of contract	Hard copy
Members' allowances and expenses	Hard copy
Town Plan (current)	Hard copy
Annual Report to Town Meeting (current and previous year as a minimum)	Hard copy
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous three years	(hard copy or website)

Timetable of meetings (Council and any committee/sub-committee meetings and Town meetings)	Both
Agendas of meetings (as above)	Both
Minutes of meetings (as above) – n.b. this will exclude information that is properly regarded as private to the meeting.	Both
Reports presented to council meetings – n.b. this will exclude information that is properly regarded as private to the meeting.	Included in agendas
Responses to consultation papers	Hard copy where consultation was responded to on paper – online responses not available
Responses to planning applications	Hard copy
Bye-laws	Hard copy
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only	(hard copy or website)
Policies and procedures for the conduct of council business: Procedural standing orders Committee and sub-committee terms of reference Code of Conduct	Both Both Hard copy Both
Policies and procedures for the provision of services and about the employment of staff: Internal instructions to staff and policies relating to the delivery of services Equality and diversity policy Health and safety policy Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme)	Hard copy if any Hard copy Hard copy Hard copy Hard copy Both
Records management policies (records retention, destruction and archive)	Hard copy
Schedule of charges (for the publication of information)	Hard copy
Class 6 – Lists and Registers Currently maintained lists and registers only	(hard copy or website; some information may only be available by inspection)
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	Hard copy if any

Assets register	Both
Register of members' interests	Hard copy, website of district council (dorsetforyou.com)
Register of gifts and hospitality	Hard copy
Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only	(hard copy or website; some information may only be available by inspection)
Allotments	Hard copy
Burial grounds	Both
Village halls	Both
Parks, playing fields and recreational facilities	Both
Seating, litter bins, clocks, memorials and lighting	Hard copy
Bus shelters	Hard copy
Services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Hard copy

Contact details: Mrs K M Blee, Town Clerk, Corfe Mullen Town Council, Council Office, Towers Way, Corfe Mullen, Wimborne, Dorset, BH21 3UA. Tel. 01202 698600. Email: office@corfemullen-pc.gov.uk

SCHEDULE OF CHARGES

This describes how the charges have been arrived at and should be published as part of the guide.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 10p per sheet (black & white)	Actual cost *
	Photocopying @ 20p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class

* the actual cost incurred by the public authority