

Information available from Lytchett Matravers Parish Council under the model publication scheme – (updated 2019).

Information to be published	How the information can be obtained	Cost
<p>Class1 - Who we are and what we do (Organisational information, structures, locations and contacts)</p> <p>This will be current information only</p> <p>N.B. Councils should already be publishing as much information as possible about how they can be contacted.</p>	<p>1.1 On website - https://lytchettmatraverspc.org/</p> <p>Hard copies displayed on Village notice boards, and published in Lytchett Link</p>	Nil
Who's who on the Council and its Committees	1.2 See 1.1 above	Nil
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	1.3 See 1.1 above	Nil
Location of main Council office and accessibility details	1.4 Parish Office, Vineyard Close, Lytchett Matravers – by appointment with Parish Clerk. See contact details at end of this document.	N/A
Staffing structure	1.5 Parish Clerk is sole employee – 25 hours per week part time.	N/A

<p>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)</p> <p>Current and previous financial year as a minimum</p>	<p>2.1 Hard copy or in electronic form available on request from Parish Clerk. Also available in summary form on the website in summary form as an appendix to the monthly minutes of the Finance & Gen Purposes Committee.</p>	<p>Hard copy @ 10p per sheet</p>
<p>Annual return form and report by auditor</p>	<p>2.2 On Website. Personal copies available in electronic or hard copy form on request from Parish Clerk.</p>	<p>Hard copy @ 10p per sheet</p>
<p>Finalised budget</p>	<p>2.3 On Website. Personal copies available in electronic or hard copy form on request from Parish Clerk.</p>	<p>Hard copy @ 10p per sheet</p>
<p>Precept</p>	<p>2.4 On Website. Personal copies available in electronic or hard copy form on request from Parish Clerk.</p>	<p>Hard copy @ 10p per sheet</p>
<p>Borrowing Approval letter</p>	<p>2.5 Not applicable.</p>	<p>N/A</p>

Financial Standing Orders and Regulations	2.6 On Website. Personal copies available in electronic or hard copy form on request from Parish Clerk.	Hard copy @ 10p per sheet
Grants given and received	2.6 "Grants given" details are included in Council minutes (June meeting) published on the website. Personal copies of details of grants given and received are available in electronic or hard copy form on request from Parish Clerk.	Hard copy @ 10p per sheet
List of current contracts awarded and value of contract	2.7 Details recorded in the minutes published on the website. Information also available in electronic or hard copy form on request from Parish Clerk.	Hard copy @ 10p per sheet
Members' allowances and expenses	2.8 Details recorded in the minutes – published on the website. Information also available in electronic or hard copy form on request from Parish Clerk	Hard copy @ 10p per sheet

Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)	3.1 Details recorded in the minutes – published on the website. Information also available in electronic or hard copy form on request from Parish Clerk.	Hard copy @ 10p per sheet
Neighbourhood Plan (current)	3.2 On website. Hard copy available in the village library. Also available in electronic or hard copy form on request from Parish Clerk.	Hard copy @ £5 per copy
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	3.3 Proceedings of Annual Parish meeting available on website. Also available in electronic or hard copy form on request from Parish Clerk.	Hard copy @ 10p per sheet
Quality status	3.4 Not applicable	N/A
Local charters drawn up in accordance with DCLG guidelines	3.5 Not applicable	N/A

<p>Class 4 – How we make decisions (Decision making processes and records of decisions)</p> <p>Current and previous council year as a minimum</p>	<p>4.1 Details recorded in the minutes – published on the website. Information also available in electronic or hard copy form on request from Parish Clerk.</p>	<p>Hard copy @ 10p per sheet</p>
<p>Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)</p>	<p>4.2 On website. Displayed on council noticeboards. Meetings schedule also available in electronic or hard copy form on request from Parish Clerk.</p>	<p>Hard copy @ 10p per sheet</p>
<p>Agendas of meetings (as above)</p>	<p>4.3 On website. Displayed on council noticeboards. Also available in electronic or hard copy form on request from Parish Clerk.</p>	<p>Hard copy @ 10p per sheet</p>
<p>Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.</p>	<p>4.4 On website. Also available in electronic or hard copy form on request from Parish Clerk.</p>	<p>Hard copy @ 10p per sheet</p>
<p>Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.</p>	<p>4.5 Available in electronic or hard copy form on request from Parish</p>	<p>Hard copy @</p>

	Clerk.	10p per sheet
Responses to consultation papers	4.6 Available in electronic or hard copy form on request from Parish Clerk.	Hard copy @ 10p per sheet
Responses to planning applications	4.7 Details recorded in the minutes – published on the website. Information also available in electronic or hard copy form on request from Parish Clerk.	Hard copy @ 10p per sheet
Bye-laws	4.8 On website Displayed on village noticeboards. Also available in electronic or hard copy form on request from Parish Clerk.	Hard copy @ 10p per sheet

<p>Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information only</p>	<p>5.1 On website within “policies” section. . Details are also recorded in the minutes, published on the website. The information on individual protocols, policies and procedures are also available in electronic or hard copy form on request from Parish Clerk.</p>	<p>Hard copy @ 10p per sheet</p>
<p>Policies and procedures for the conduct of council business:</p> <p>Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements</p>	<p>5.2 On website Also available in electronic or hard copy form on request from Parish Clerk.</p>	<p>Hard copy @ 10p per sheet</p>

<p>Policies and procedures for the provision of services and about the employment of staff:</p> <p>Internal policies relating to the delivery of services</p> <p>Equality and diversity policy</p> <p>Health and safety policy</p> <p>Recruitment policies (including current vacancies)</p> <p>Policies and procedures for handling requests for information</p> <p>Complaints procedures (including those covering requests for information and operating the publication scheme)</p>	<p>5.3 On website. Also available in electronic or hard copy form on request from Parish Clerk.</p>	<p>Hard copy @ 10p per sheet</p>
<p>Information security policy</p>	<p>5.4 Linked to GDPR arrangements on website. Details also available in electronic or hard copy form on request from Parish Clerk.</p>	<p>Hard copy @ 10p per sheet</p>
<p>Records management policies (records retention, destruction and archive)</p>	<p>5.5 Retention policy published on website. Details also available in electronic or hard copy form on request from Parish Clerk.</p>	<p>Hard copy @ 10p per sheet</p>
<p>Data protection policies</p>	<p>5.6 On website. Also available in electronic or hard copy form on request from Parish Clerk.</p>	<p>Hard copy @ 10p per sheet</p>

Schedule of charges (for the publication of information)	5.7 On website. Also available in electronic or hard copy form on request from Parish Clerk.	Hard copy @ 10p per sheet
Class 6 – Lists and Registers		N/A
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)	6.1 Inspection available by arrangement with Parish Clerk.	N/A
Assets Register	6.2 Available in electronic or hard copy form on request from Parish Clerk.	Hard copy @ 10p per sheet
Disclosure log (indicating the information that has been provided in response to requests; recommended as good practice, but may not be held by parish councils)	6.3 Not held.	N/A
Register of members' interests	6.4 Held by principle authority for inspection. Inspection also available locally by arrangement with Parish Clerk.	N/A

Register of gifts and hospitality	6.5 Inspection available by arrangement with Parish Clerk.	N/A
<p>Class 7 – The services we offer</p> <p>(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)</p> <p>Current information only</p>	(hard copy or website; some information may only be available by inspection)	Hard copy @ 10p per sheet
Allotments (i) standard rental agreement (ii) schedule of charges (iii) plan of allotments	7.1 On website Also available in electronic or hard copy form on request from Parish Clerk.	Hard copy @ 10p per sheet
Burial grounds and closed churchyards (i) plan of burial ground (ii) burial charges, (iii) burial, memorial installation, and plot purchase application forms, (iv) burial registers.	7.2 (i), (ii), and (iii) available on website and also available in electronic or hard copy form on request from Parish Clerk. (iv) Available for inspection by arrangement with Parish Clerk.	Hard copy @ 10p per sheet
Arrangements to rent Club Hall or Sports Pavilion.	7.3 Details available on request from Parish Clerk.	N/A

Parks, playing fields and recreational facilities – including rental of playing field or Astro.	7.4 Summary leaflet and details available from Parish Clerk.	N/A
Seating, litter bins, clocks, memorials and lighting	7.5 As 7.4 above.	N/A
Bus shelters	7.6 As 7.4 above.	N/A
Markets	7.7 None.	N/A
Public conveniences	7.8 None.	N/A
Agency agreements	7.9 None.	N/A
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	7.10 Fully covered in the above entries.	N/A
Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above	None.	N/A

Contact details - Parish Clerk

(Office) Parish Office, Vineyard Close, Lytchett Matravers POOLE BH16 6DD 01202 624530 (voicemail)

(Home) 15 Coles Lane, Milborne St Andrew, BLANDFORD DT11 0LG Mobile 07824 829491

Email: lytchettmatravers@dorset-aptc.gov.uk

Council website: <https://lytchettmatraverspc.org/>

SCHEDULE OF CHARGES

This describes how the charges have been arrived at.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 10p per sheet (black & white)	Actual cost *
	Photocopying @ 25p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation (applicable statute will be quoted where relevant)
Other		

* the actual cost incurred by the parish council.