

**INFORMATION AVAILABLE FROM FONTMELL MAGNA PARISH COUNCIL ADOPTED  
AT COUNCIL 13<sup>th</sup> November 2017**

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	Website Hard copy from Clerk Noticeboards
Contact details for Parish Clerk and Council members	Website Hard copy from Clerk Noticeboards
Staffing Structure	Only employee is Clerk
<b>Class 2 What we spend and how we spend it</b>	
Current and previous financial year	Website Hard copy from Clerk
Annual return form and report by auditor	Website Hard copy from Clerk
Finalised budget	Website Hard copy from Clerk
Precept	Hard copy from Clerk
Grants given and received	Hard copy from Clerk
<b>Class 3 – What our priorities are and how we are doing</b>	
Minutes of Meetings	Website Hard copy from Clerk
<b>Class 4 How we make decisions</b>	
Calendar of meetings	Website Hard copy from Clerk
Agendas of Meetings	Website Hard copy from Clerk Most recent – Noticeboards
Minutes of Meetings	Website Hard copy from Clerk Last draft Minutes – Noticeboards
Reports presented to Council meetings	Hard copy from Clerk
Responses to consultation papers	Hard copy from Clerk
Responses to planning applications	Dorset for You website
<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	Website Hard copy from Clerk
<b>Class 6 – Lists and Registers</b>	
Assets register	Website Hard copy from Clerk

## **SCHEDULE OF CHARGES**

£1 for the first single-sided A4 sheet of each request. 20p 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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