

**Information available from Dilhorne Parish Council under the model publication scheme,
Freedom of Information Act Compliance**

Information to be published	How the information can be obtained	Cost
Class 1 - Who we are and what we do		
Who's who on the Council	Noticeboard, Facebook, Website Hard copy – contact the Clerk	Free 50p per sheet
Contact details for Parish Clerk	Noticeboard, Facebook, Website Hard copy – contact the Clerk	Free 50p per sheet
Contact details for Council members	Noticeboard, Facebook, Website Hard copy – contact the Clerk	Free 50p per sheet
Class 2 - What we spend and how we spend it		
Audit Commission Annual return form	Website Hard copy – contact the Clerk	£10.00 per copy
Precept (and supporting budget)	Website, Hard copy – contact the Clerk	50p per sheet
Financial Regulations	Hard copy – contact the Clerk	50p per sheet
Grants given and received	Website, Hard copy – contact the Clerk	Free
Current contracts awarded	Website. Hard copy – contact the Clerk	50p per sheet
Class 3 - What are our priorities		
Current contracts awarded	Website, Hard copy – contact the Clerk	50p per sheet
Annual Report	Website, Hard copy – contact the Clerk	50p per sheet
Class 4 – How we make decisions		
Timetable of Council meetings	Noticeboard, Website Hard copy – contact the Clerk	Free 50p per sheet
Agendas of Council meetings	Website, Hard copy – contact the Clerk	50p per sheet
Minutes of meetings	Noticeboard, Website Hard copy – contact the Clerk	Free 50p per sheet
Responses to planning applications	Hard copy – contact the Clerk	50p per sheet
Responses to consultation papers	Hard copy – contact the Clerk	50p per sheet
Bye-laws	Hard copy – contact the Clerk (if any)	50p per sheet
Class 5 – Our policies and procedures		
Standing Orders	Hard copy – contact the Clerk	50p per sheet
Code of Conduct	Hard copy – contact the Clerk	50p per sheet
Recruitment policies	Hard copy – contact the Clerk	50p per sheet
Complaints procedures	Hard copy – contact the Clerk	50p per sheet
Information security/data protection policy	Hard copy – contact the Clerk	50p per sheet
Records management policies	Hard copy – contact the Clerk	50p per sheet
Class 6 – Lists and Registers		
Any publicly available register or list	Hard copy – contact the Clerk	50p per sheet
Assets Register	Hard copy – contact the Clerk	50p per sheet
Register of members' interests	Hard copy – contact the Clerk	50p per sheet
Register of gifts and hospitality	Available at meetings	Free
Class 7 – The services we offer		
N/A		

Schedule of Charges

Description	Basis of charge	Cost
Photocopying	Based on cost, plus travel and time	50p b&w
Postage	Actual cost of Royal Mail standard 2 nd class – at the time of request	
Statutory Fee in accordance with the relevant legislation		

This document was adopted by Dilhorne Parish Council at its meeting on 19th January 2016

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