

# Information available from Dorchester Town Council under the model publication scheme

Dorchester Town Council 19 North Square Dorchester Dorset DT1 1JF

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Information to be published	How the information can be obtained	Cost
<b>Class1 - Who we are and what we do</b>		
Who's who on the Council and its Committees	<a href="http://www.dorchester-tc.gov.uk">www.dorchester-tc.gov.uk</a> Hard copy – Council Offices	Free Free
Contact details for Town Clerk and Council members	<a href="http://www.dorchester-tc.gov.uk">www.dorchester-tc.gov.uk</a> Hard copy – Council Offices	Free Free
Location of main Council office and accessibility details	<a href="http://www.dorchester-tc.gov.uk">www.dorchester-tc.gov.uk</a>	Free
Staffing structure	<a href="http://www.dorchester-tc.gov.uk">www.dorchester-tc.gov.uk</a> Hard copy – Council Offices	Free 10p
<b>Class 2 – What we spend and how we spend it</b>		
Final Accounts and report by auditor	<a href="http://www.dorchester-tc.gov.uk">www.dorchester-tc.gov.uk</a> Hard copy – Council Offices	Free 10p per sheet
Finalised budget	<a href="http://www.dorchester-tc.gov.uk">www.dorchester-tc.gov.uk</a> Hard copy – Council Offices	Free 10p per sheet
Precept	<a href="http://www.dorchester-tc.gov.uk">www.dorchester-tc.gov.uk</a> Hard copy – Council Offices	Free Free

Financial Standing Orders and Regulations	<a href="http://www.dorchester-tc.gov.uk">www.dorchester-tc.gov.uk</a> Hard copy – Council Offices	Free Free
Grants given and received	Hard copy – Council Offices	10p per sheet
List of current contracts awarded and value of contract	<a href="http://www.dorchester-tc.gov.uk">www.dorchester-tc.gov.uk</a> Hard copy – Council Offices	Free 10p per sheet
Members’ allowances and expenses	<a href="http://www.dorchester-tc.gov.uk">www.dorchester-tc.gov.uk</a> Hard copy – Council Offices	Free Free

### **Class 3 – What our priorities are and how we are doing**

Annual Report	<a href="http://www.dorchester-tc.gov.uk">www.dorchester-tc.gov.uk</a> Hard copy – Council Offices	Free Free
Performance and Policy Plan	<a href="http://www.dorchester-tc.gov.uk">www.dorchester-tc.gov.uk</a> Hard copy – Council Offices	Free Free
Quality status	Hard copy – Council Offices	Free

### **Class 4 – How we make decisions**

Timetable of meetings	<a href="http://www.dorchester-tc.gov.uk">www.dorchester-tc.gov.uk</a> Hard copy – Council Offices	Free Free
Agendas of meetings	<a href="http://www.dorchester-tc.gov.uk">www.dorchester-tc.gov.uk</a> Hard copy – Council Offices	Free Free
Minutes of meetings	<a href="http://www.dorchester-tc.gov.uk">www.dorchester-tc.gov.uk</a> Hard copy – Council Offices	Free Free

Reports presented to council meetings	Hard copy – Council Offices	Free
Responses to consultation papers	<a href="http://www.dorchester-tc.gov.uk">www.dorchester-tc.gov.uk</a> Hard copy – Council Offices	Free 10p per sheet
Responses to planning applications	<a href="http://www.dorchester-tc.gov.uk">www.dorchester-tc.gov.uk</a> <a href="http://www.dorsetforyou.com">www.dorsetforyou.com</a> Hard copy – Council Offices	Free Free 10p per sheet
Bye-laws	Hard copy – Council Offices	10p per sheet

## Class 5 – Our policies and procedures

Policies and procedures for the conduct of council business:

Procedural standing orders	<a href="http://www.dorchester-tc.gov.uk">www.dorchester-tc.gov.uk</a> Hard copy – Council Offices	Free
Committee terms of reference		10p per sheet
Delegated authority in respect of officers		
Code of Conduct		
Policy statements		

Policies and procedures for the provision of services and about the employment of staff:

Internal policies relating to the delivery of services	} Hard copy – Council Offices	10p per sheet
Equality and diversity policy		
Health and safety policy		
Recruitment policies (including current vacancies)		
Policies and procedures for handling requests for information		
Complaints procedures (including those covering requests for information and operating the publication scheme)	<a href="http://www.dorchester-tc.gov.uk">www.dorchester-tc.gov.uk</a> Hard copy – Council Offices	Free 10p per sheet
Information security policy	Hard copy – Council Offices	10p per sheet

Data protection policies	Hard copy – Council Offices	
Schedule of charges for the publication of information	<a href="http://www.dorchester-tc.gov.uk">www.dorchester-tc.gov.uk</a>	Free
	Hard copy – Council Offices	10p per sheet

## **Class 6 – Lists and Registers**

Any publicly available register or list	Hard copy – Council Offices	Free
Assets Register	Hard copy – Council Offices	10p per sheet
Register of members’ interests	Hard copy – Council Offices	10p per sheet
Register of gifts and hospitality	Hard copy – Council Offices	10p per sheet

## **Class 7 – The services we offer**

Allotments	<a href="http://www.dorchester-tc.gov.uk">www.dorchester-tc.gov.uk</a>	Free
	Hard copy – Council Offices	10p per sheet
Burial grounds and closed churchyards	<a href="http://www.dorchester-tc.gov.uk">www.dorchester-tc.gov.uk</a>	Free
	Hard copy – Council Offices	10p per sheet
Community buildings	<a href="http://www.dorchester-tc.gov.uk">www.dorchester-tc.gov.uk</a>	Free
	Hard copy – Council Offices	10p per sheet
Parks, playing fields and recreational facilities	<a href="http://www.dorchester-tc.gov.uk">www.dorchester-tc.gov.uk</a>	Free
	Hard copy – Council Offices	10p per sheet
Seating, litter bins, clocks, memorials and lighting	<a href="http://www.dorchester-tc.gov.uk">www.dorchester-tc.gov.uk</a>	Free
	Hard copy – Council Offices	10p per sheet

Markets	Hard copy – Council Offices	10p per sheet
Public conveniences	<a href="http://www.dorsetforyou.com">www.dorsetforyou.com</a>	Free
Agency agreements	Hard copy – Council Offices	10p per sheet
A summary of services for which the council is entitled to recover a fee, together with those fees	<a href="http://www.dorchester-tc.gov.uk">www.dorchester-tc.gov.uk</a> Hard copy – Council Offices	Free 10p per sheet

## **Additional Information**

Information on how to complain about councillors	<a href="http://www.dorchester-tc.gov.uk">www.dorchester-tc.gov.uk</a> Hard copy – Council Offices	Free Free
Tennis season ticket application form	<a href="http://www.dorchester-tc.gov.uk">www.dorchester-tc.gov.uk</a> Hard copy – Council Offices	Free Free
Municipal Buildings booking forms	<a href="http://www.dorchester-tc.gov.uk">www.dorchester-tc.gov.uk</a> Hard copy – Council Offices	Free Free
Borough Gardens Community Room booking form	<a href="http://www.dorchester-tc.gov.uk">www.dorchester-tc.gov.uk</a> Hard copy – Council Offices	Free Free
Weymouth Avenue Community Room booking form	<a href="http://www.dorchester-tc.gov.uk">www.dorchester-tc.gov.uk</a> Hard copy – Council Offices	Free Free
Various Burial forms and information	<a href="http://www.dorchester-tc.gov.uk">www.dorchester-tc.gov.uk</a> Hard copy – Council Offices	Free Free
Grant application form	<a href="http://www.dorchester-tc.gov.uk">www.dorchester-tc.gov.uk</a> Hard copy – Council Offices	Free Free

**Please note – where a charge is mentioned this is for you to be supplied with a copy of the information concerned; you will always be allowed to inspect any information that is available free of charge.**

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#### **SCHEDULE OF CHARGES**

<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b>BASIS OF CHARGE</b>
<b>Disbursement cost</b>	Photocopying @ 10p per sheet	Actual cost *
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class

\* the actual cost incurred by the Council taking into account all factors