

# Arne Parish Council Publication Scheme

The tables below detail information that Arne Parish Council can provide in order to meet its commitments under the model Freedom of Information publication scheme.

Before a request is made for information, it may be helpful to see if the information required is already available on the Arne Parish Council website. For instance, Parish Council decisions, spend and planning responses can be found in the council's minutes published on the website at <https://arne-parish-council.sycl.net/3/1448/agendas-and-minutes>

Please note that Arne Parish Council's information is available unless:

- it does not hold the information;
- the information is exempt under one of the Freedom of Information Act exemptions or Environmental Information Regulations exceptions, or its release is prohibited by another statute;
- the information is readily and publicly available from an external website; such information may have been provided by the public authority or on its behalf.
- the information is archived, out of date or otherwise inaccessible; or,
- it would be impractical or resource-intensive to prepare the material for routine release.

## Class 1 - Who we are and what we do

(Organisational information, structures, locations and contacts)

Information to be published	How the information can be obtained	Cost
Who's who on the Council	Published on website: <a href="https://arne-parish-council.sycl.net/3/1452/councillors">https://arne-parish-council.sycl.net/3/1452/councillors</a>	—
Contact details for Parish Clerk and Council members	Published on website: <a href="https://arne-parish-council.sycl.net/3/1452/councillors">https://arne-parish-council.sycl.net/3/1452/councillors</a> Displayed on Parish Council Notice Boards	—
Location of main Council office and accessibility details	Arne Parish Council does not have an office but contact details for the Parish Clerk are as follows: email <a href="mailto:arne.parishcouncil@gmail.com">arne.parishcouncil@gmail.com</a> mobile 07824 829491	—

Information to be published	How the information can be obtained	Cost
Staffing structure	Arne Parish Council has one part time employee, the Parish Clerk	–

## 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)

Information to be published	How the information can be obtained	Cost
Annual return form and report by auditor	Published on website: <a href="https://arne-parish-council.sycl.net/3/1449/council-finance">https://arne-parish-council.sycl.net/3/1449/council-finance</a> Displayed on Parish Council Notice Board	–
Finalised budget	Published on website: <a href="https://arne-parish-council.sycl.net/3/1449/council-finance">https://arne-parish-council.sycl.net/3/1449/council-finance</a> Available on request from Clerk: email <a href="mailto:arne.parishcouncil@gmail.com">arne.parishcouncil@gmail.com</a> mobile 07824 829491	–
Precept	Available on request from Clerk: email <a href="mailto:arne.parishcouncil@gmail.com">arne.parishcouncil@gmail.com</a> mobile 07824 829491	–
Borrowing Approval letter	Not applicable	–
Standing Orders and Financial Regulations	Published on website: <a href="https://arne-parish-council.sycl.net/3/1450/statutory-documents">https://arne-parish-council.sycl.net/3/1450/statutory-documents</a>	–
Grants given and received	Published in council minutes on website: <a href="https://arne-parish-council.sycl.net/3/1448/agendas-and-minutes">https://arne-parish-council.sycl.net/3/1448/agendas-and-minutes</a>	–
List of current contracts awarded and value of contract	Available on request from Clerk: email <a href="mailto:arne.parishcouncil@gmail.com">arne.parishcouncil@gmail.com</a> mobile 07824 829491	–
Members' allowances and expenses	Not applicable	–

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

(Strategies and plans, performance indicators, audits, inspections and reviews)

Information to be published	How the information can be obtained	Cost
Neighbourhood Plan	Available on website: <a href="https://arne-parish-council.sycl.net/2/arne-parish-neighbourhood-plan-news">https://arne-parish-council.sycl.net/2/arne-parish-neighbourhood-plan-news</a>	–
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### Class 4 – How we make decisions

(Decision making processes and records of decisions)

Information to be published	How the information can be obtained	Cost
Timetable of meetings	Published on website: <a href="https://arne-parish-council.sycl.net/9/parish-council-meetings">https://arne-parish-council.sycl.net/9/parish-council-meetings</a> Displayed on Parish Council Notice Boards	–
Agendas of meetings	Published on website: <a href="https://arne-parish-council.sycl.net/3/1448/agendas-and-minutes">https://arne-parish-council.sycl.net/3/1448/agendas-and-minutes</a> Displayed on Parish Council Notice Boards	–
Minutes of meetings – n.b. this will exclude information that is properly regarded as confidential.	Published on website: <a href="https://arne-parish-council.sycl.net/3/1448/agendas-and-minutes">https://arne-parish-council.sycl.net/3/1448/agendas-and-minutes</a>	–
Reports presented to council meetings – n.b. this will exclude information	Not applicable	–

Information to be published	How the information can be obtained	Cost
that is properly regarded as confidential to the meeting.		
Responses to consultation papers	Published in minutes on website: <a href="https://arne-parish-council.sycl.net/3/1448/agendas-and-minutes">https://arne-parish-council.sycl.net/3/1448/agendas-and-minutes</a> Available on request from Clerk: email arne.parishcouncil@gmail.com mobile 07824 829491	–
Responses to planning applications	Published on in minutes on website: <a href="https://arne-parish-council.sycl.net/3/1448/agendas-and-minutes">https://arne-parish-council.sycl.net/3/1448/agendas-and-minutes</a> and on DC Planning Portal at <a href="https://planning.dorsetcouncil.gov.uk/">https://planning.dorsetcouncil.gov.uk/</a>	–
Bye-laws	Not applicable	–

## Class 5 – Our policies and procedures

(Current written protocols, policies and procedures for delivering our services and responsibilities)

Information to be published	How the information can be obtained	Cost
Policies and procedures for the conduct of council business:		
<ul style="list-style-type: none"> <li>Procedural Standing Orders</li> <li>Code of Conduct</li> </ul>	Published on website: <a href="https://arne-parish-council.sycl.net/3/1450/statutory-documents">https://arne-parish-council.sycl.net/3/1450/statutory-documents</a>	–
<ul style="list-style-type: none"> <li>Delegated authority in respect of officers</li> <li>Policy statements</li> </ul>	Not applicable Published on website: <a href="https://arne-parish-council.sycl.net/3/1451/policies-and-procedures">https://arne-parish-council.sycl.net/3/1451/policies-and-procedures</a> or under review/development	
Policies and procedures for the provision of services and about the employment of staff:	Under review/development – to be published on website	–

Information to be published	How the information can be obtained	Cost
<ul style="list-style-type: none"> <li>Equality and diversity policy</li> <li>Health and safety policy</li> <li>Policies and procedures for handling requests for information</li> <li>Complaints procedures (including those covering requests for information and operating the publication scheme)</li> </ul>	<a href="https://arne-parish-council.sycl.net/3/1451/policies-and-procedures">https://arne-parish-council.sycl.net/3/1451/policies-and-procedures</a>	
Information security policy	Not applicable	–
Records management policies (records retention, destruction and archive)	Not applicable	–
Data protection policies	Under development – to be published on website	–
Schedule of charges (for the publication of information)	As below, final item	–

## Class 6 – Lists and Registers

Information to be published	How the information can be obtained	Cost
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	Not applicable	–
Assets register	Available on request from Clerk: email arne.parishcouncil@gmail.com mobile 07824 829491	–
Disclosure log (indicating the information that has been provided in response to requests)	Available on request from Clerk: email arne.parishcouncil@gmail.com mobile 07824 829491	–
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Information to be published	How the information can be obtained	Cost
Register of members' interests	Published on Dorset Council website: <a href="https://www.dorsetcouncil.gov.uk/your-council/parish-and-town-councils/parishatoz/-/ddl_display/ddl/426132/274688/maximized">https://www.dorsetcouncil.gov.uk/your-council/parish-and-town-councils/parishatoz/-/ddl_display/ddl/426132/274688/maximized</a>	
Register of gifts and hospitality	Available on request from Clerk: email arne.parishcouncil@gmail.com mobile 07824 829491	—

## Class 7 – The services we offer

(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)

Information to be published	How the information can be obtained	Cost
Allotments	Available on request from Clerk: email arne.parishcouncil@gmail.com mobile 07824 829491	—
Burial grounds and closed churchyards	There are none within the Parish managed by Arne Parish Council. The Council is part of the Wareham Joint Burial Committee covering Area and Wareham St Martin Parishes and Wareham Town Council.	—
Community centres and village halls	The Parish Council does not have a community centre or village hall but the Stoborough Village Hall Trust and Furzebrook Village Hall Trust operate halls in Stoborough and Furzebrook.	—
Parks, playing fields and recreational facilities	The Hayricks recreation ground is owned and managed by Arne Parish Council. Information about it can be obtained from the Parish Clerk.	—
Seating, litter bins, clocks, memorials and lighting	Available on request from Clerk: email arne.parishcouncil@gmail.com mobile 07824 829491	—
Bus shelters	None are owned or operated by Arne Parish Council.	—
Markets	Not applicable	—
Public conveniences	Not applicable	—

Information to be published	How the information can be obtained	Cost
Agency agreements	Not applicable	–
Services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Not applicable	–

### Contact details:

Tim Watton (Parish Clerk)

Tel: 07824 829491

Email: [arneparishcouncil@gmail.com](mailto:arneparishcouncil@gmail.com)

### Schedule of Charges

Please note that no charge will be made for documents sent via e-mail except in rare cases where the information is not readily available in which case the Clerk's time will be charged at £15.00 per hour (pro rata).

Type of charge	Description	Basis of charge
Disbursement cost	Photocopying @ 20p per sheet (black & white only)	Actual cost of printing ink and paper
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
Statutory Fee	Not applicable, unless a search is required, when the actual statutory fee will be charged, plus any photocopying required	In accordance with the relevant legislation
Other	Clerk's time involved in gathering information, photocopying etc.	Actual cost £15 per hour (pro-rata)