

**Information available from Sherborne Town Council
Under the Model Publication Scheme**

Website – www.sherborne-tc.gov.uk

**Hard Copies - available from the Council Offices at the Manor House,
Newland, Sherborne DT9 3JL**

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 and Committees	Web Site/Hard Copy	Free/10p Sheet
Contact details for Town Clerk and Council members	Web Site/Hard Copy	Free/10p Sheet
Location of main Council office and accessibility details	Web Site/Hard Copy	Free/10p Sheet
Class 2 – What We Spend And How We Spend It		
Final Accounts and report by auditor	Web Site/Hard Copy	Free/10p Sheet
Finalised budget	Hard copy	10p sheet
Precept	Web Site/Hard Copy	Free/10p Sheet
Financial Regulations	Web Site/Hard Copy	Free/10p Sheet
Grants given	Web Site/Hard Copy	Free/10p Sheet
	Hard copy	Free/10p Sheet
Class 3 – What Our Priorities Are And How We Are Doing		
Sherborne Town Council Forward Plan 2015-2019	Web Site/Hard Copy	Free
Class 4 – How We Make Decisions		
Timetable of meetings	Web Site/Hard Copy Notice Board	Free/10p Sheet Free
Agendas of meetings	Web Site/Hard Copy Notice Board	Free/10p Sheet Free
Minutes of meetings	Web Site/Hard Copy	Free/10p Sheet
Responses to consultation papers	Hard copy	10p sheet
Responses to planning applications	Web Site/Hard Copy	Free/10p Sheet
Class 5 – Our Policies And Procedures		
Standing Orders	Web Site/Hard Copy	Free/10p Sheet
Financial Regulations	Web Site/Hard Copy	Free/10p Sheet
Risk Management Policy	Web Site/Hard Copy	Free/10p Sheet
Complaints Handling Policy	Web Site/Hard Copy	Free/10p Sheet
Freedom of Information Act Publication Scheme	Web Site/Hard Copy	Free/10p Sheet
Code of Conduct	Web Site/Hard Copy	Free/10p Sheet
Schedule of charges for the publication of information	Web Site/Hard Copy	Free/10p Sheet

Class 6 – Lists and Registers		
Any publicly available register or list	Hard copy	10p sheet
Assets Register	Hard copy	10p sheet
Register of members' interests	Web Site/Hard Copy	Free/10p Sheet
Register of gifts and hospitality	Hard copy	10p sheet
Class 7 – The Services We Offer		
Allotments	Web Site/Hard Copy	Free
Burial grounds and closed churchyards	Web Site/Hard Copy	Free/10p Sheet
Community buildings	Web Site/Hard Copy	Free/10p Sheet
Parks, playing fields and recreational facilities	Web Site/Hard Copy	Free/10p Sheet
Seating, litter bins, clocks, memorials and lighting	Web Site/Hard Copy	Free/10p Sheet
Additional Information		
Information on how to complain about councillors	Hard copy Notice Board	Free Free
Digby Hall Booking Forms	Web Site/Hard Copy	Free
Public Gardens Community booking forms	Web Site/Hard Copy	Free
Terrace Playing Fields information and bookings	Web Site/Hard Copy	Free
Various Burial forms and information	Web Site/Hard Copy	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.		
Schedule of Charges		
Type of Charge	Description	Basis of Charge
Disbursement Cost	Photocopying @ 10p per sheet	Actual cost*
	Postage	Actual cost of Royal mail 2 nd class
*actual cost incurred by the Council taking into account all factors		

Sherborne Town Council, The Manor House, Newland, Sherborne, Dorset, DT9 3JL
01935 812807 sherbornetowncouncil@sherborne-tc.gov.uk