

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

Sherborne Town Council, The Manor House, Newland, Sherborne, Dorset DT9 3JL

☎ 01935-812807 E-mail [sherbornetowncouncil@sherborne-tc.gov.uk](mailto:sherbornetowncouncil@sherborne-tc.gov.uk)

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.sherbornetown.com">www.sherbornetown.com</a> Hard copy – Council Offices Notice Board	Free Free Free
Contact details for Town Clerk and Council members	<a href="http://www.sherbornetown.com">www.sherbornetown.com</a> Hard copy – Council Offices Notice Board	Free Free Free
Location of main Council office and accessibility details	<a href="http://www.sherbornetown.com">www.sherbornetown.com</a> Notice Board	Free Free
<b>Class 2 – What we spend and how we spend it</b>		
Final Accounts and report by auditor	Hard copy – Council Offices	10p per sheet
Finalised budget	Hard copy – Council Offices	10p per sheet
Precept	Hard copy – Council Offices	10p per sheet
Financial Regulations	Hard copy – Council Offices	10p per sheet
Grants given	Hard copy – Council Offices	10p per sheet

Members' allowances and expenses	Hard copy – Council Offices	10p per sheet
----------------------------------	-----------------------------	---------------

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

Sherborne Area Partnership Action Plan	<a href="http://www.sherborntown.com">www.sherborntown.com</a>	Free
	Hard copy – Council Offices	Free

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

Timetable of meetings	<a href="http://www.sherborntown.com">www.sherborntown.com</a>	Free
	Hard copy – Council Offices	Free
	Notice Board	Free

Agendas of meetings	<a href="http://www.sherborntown.com">www.sherborntown.com</a>	Free
	Hard copy – Council Offices	Free
	Notice Board	Free

Minutes of meetings	<a href="http://www.sherborntown.com">www.sherborntown.com</a>	Free
	Hard copy – Council Offices	10p per sheet

Responses to consultation papers	Hard copy – Council Offices	10p per sheet
----------------------------------	-----------------------------	---------------

Responses to planning applications	<a href="http://www.dorsetforyou.com">www.dorsetforyou.com</a>	Free
	Hard copy – Council Offices	10p per sheet

## Class 5 – Our policies and procedures

Procedural Standing Orders  
Financial Regulations  
Anti-"Fraud and Corruption Statement" and Strategy  
Risk Management Policy  
Health and Safety Policy  
Complaints Handling Policy  
Freedom of Information Act Publication Scheme  
Equal Opportunities Policy  
Child Protection Policy

Code of Conduct  
Plans Committee - Terms of Reference  
Portfolio Holders - Terms of Reference  
Representatives on Other Bodies

Schedule of charges for the publication of information



Hard copy – Council Offices

10p per sheet

[www.sherbornetown.com](http://www.sherbornetown.com)

Hard copy – Council Offices

Free  
10p per sheet

## **Class 6 – Lists and Registers**

Any publicly available register or list	Hard copy – Council Offices	10p per sheet
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.sherbornetown.com">www.sherbornetown.com</a> Hard copy – Council Offices	Free Free
Burial grounds and closed churchyards	<a href="http://www.sherbornetown.com">www.sherbornetown.com</a> Hard copy – Council Offices	Free 10p per sheet
Community buildings	<a href="http://www.sherbornetown.com">www.sherbornetown.com</a> Hard copy – Council Offices	Free Free
Parks, playing fields and recreational facilities	<a href="http://www.sherbornetown.com">www.sherbornetown.com</a> Hard copy – Council Offices	Free 10p per sheet
Seating, litter bins, clocks, memorials and lighting	<a href="http://www.sherbornetown.com">www.sherbornetown.com</a> Hard copy – Council Offices	Free 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.sherbornetown.com">www.sherbornetown.com</a> Hard copy – Council Offices	Free 10p per sheet

## **Additional Information**

Information on how to complain about councillors	Hard copy – Council Offices Notice Board	Free Free
Digby Hall Booking Forms	<a href="http://www.sherbornetown.com">www.sherbornetown.com</a> Hard copy – Council Offices	Free Free
Public Gardens Community booking forms	<a href="http://www.sherbornetown.com">www.sherbornetown.com</a> Hard copy – Council Offices	Free Free
Terrace Playing Fields information and bookings	<a href="http://www.sherbornetown.com">www.sherbornetown.com</a> Hard copy – Council Offices	Free Free
Various Burial forms and information	<a href="http://www.sherbornetown.com">www.sherbornetown.com</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.**

**Sherborne Town Council  
The Manor House  
Newland  
Sherborne  
Dorset  
DT9 3JL  
Telephone: 01935-812807 Fax: 01935-812611  
E-mail: [sherbornetowncouncil@sherborne-tc.gov.uk](mailto:sherbornetowncouncil@sherborne-tc.gov.uk)**

## 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