



Information available from Buckhorn Weston & Kington Magna Parish Council under the Freedom of Information Act model publication scheme

This guide covers only information we currently hold. If we do not hold some of the information listed below, we will mark it as 'not held' in the table.

Information to be published	How the information can be obtained	Cost
<p>Class 1 - Who we are and what we do</p> <p>(Organisational information, structures, locations and contacts) Current information only</p>	(hard copy or website)	
List of Council members and their responsibilities as well a list of Council Committees	Website	Free
Details of any representation on local public bodies	Website	Free
Postal and email address	Website	Free
Contact details for Parish Clerk and Council members	Website	Free
Where possible, provide named contacts including contact phone numbers and email addresses		
Location of main Council office and accessibility details	Website	Free
Staffing structure	Not held	
<p>Class 2 – What we spend and how we spend it</p> <p>(Financial information about projected and actual income and expenditure, procurement, contracts and financial audit) Current and previous financial year as a minimum</p>	(hard copy or website)	
Statement of accounts and internal audit report in the format included in the Annual Return form	Website	Free

Finalised budget	Hard copy/electronic	Charge/Free
Precept	Hard Copy/electronic	Charge/Free
Borrowing Approval letter	Not held	
All items of expenditure above £100	Website	Free
Financial Standing Orders and Regulations	Website	Free
Grants given and received	Website	Free
List of current contracts awarded and value of contract	Not held	
Members' allowances and expenses	Not held	
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews) Current and previous year as a minimum	(hard copy or website)	
Annual governance statement in format included in the Annual Return form	Website	Free
Parish Plan	Website	Free
Annual Report to Parish or Community Meeting	Website	Free
Quality status	Not held	
Local charters drawn up in accordance with DLUHC's guidelines	Not held	
Data Protection impact assessments (in full or summary format) or any other impact assessment (eg Health & Safety Impact Assessment, Equality Impact Assessments etc), as appropriate and relevant	Hard copy/electronic	Charge/Free
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum	(hard copy or website)	
Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	Website	Free

Agendas of meetings (as above)	Website	Free
Minutes of meetings (as above) – exclude material that is properly considered to be exempt from disclosure	Website	Free
Reports presented to council meetings – exclude material that is properly considered to be exempt from disclosure	Hard copy/electronic	Charge/Free
Responses to consultation papers	Website	Free
Responses to planning applications	Dorset Council Website link	Free
Bye-laws	Not held	
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only	(hard copy or website)	
Policies and procedures for the conduct of Council business: <ul style="list-style-type: none"> • Procedural standing orders • Committee and sub-committee terms of reference • Delegated authority in respect of officers • Code of Conduct • Policy statements 	Website Website Website Website Website	Free
Policies and procedures for the provision of services and about the employment of staff: <ul style="list-style-type: none"> • Internal instructions to staff and policies relating to the delivery of services • Equality and diversity policy • Health and safety policy • Recruitment policies and details of current vacancies • Policies and procedures for handling requests for information • Complaints procedures (including those covering requests for information and operating the publication scheme) 	Not held Not held Hard copy Not held Website Website	Charge Free Free

Records management, personal data and access to information policies Include information security policies, records retention, destruction and archive policies, and data protection (including data sharing and CCTV usage) policies	Website	Free
Class 6 – Lists and Registers Currently maintained lists and registers only.	(hard copy or website; some information may only be available by inspection)	
Information legally required to hold in publicly available registers (in most circumstances existing access provisions will suffice)	Hard copy/electronic	Charge/Free
Assets register, including details of public land and building assets	Hard copy/electronic	Charge/Free
Disclosure log indicating the information provided in response to FOIA and EIR requests. These are recommended as good practice	Hard copy/electronic	Charge/Free
Register of members' interests	Website	Free
Register of gifts and hospitality	Website	Free
Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only	(hard copy or website; some information may only be available by inspection)	
Allotments	Not held	
Burial grounds and closed churchyards	Hard copy/electronic	Charge/Free
Community centres and village halls	Not held	
Parks, playing fields and recreational facilities	Hard copy/electronic	Charge/Free
Seating, litter bins, clocks, memorials and lighting	Hard copy/electronic	Charge/Free
Bus shelters	Not held	
Markets	Not held	
Public conveniences	Not held	
Agency agreements	Not held	
Services for which we are entitled to recover a fee and details of those fees (eg burial fees)	Website	Free
Additional Information		

Information not itemised in the lists above		

Schedule of charges

This describes how the charges have been arrived at and should be published as part of the guide.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 10p per A4 single sided sheet (black & white)	Actual cost *
	Photocopying @ 20p per A4 double sided sheet (black & white)	Actual cost*
	Photocopying @ 50p per A4 single sided sheet (colour)	Actual cost *
	Photocopying @ £1 per A4 double sided sheet (colour)	Actual cost *
	Postage	Actual cost of Royal Mail standard 2 nd class

* the actual cost incurred by the public authority

A requester may ask for any information that is held by a public authority. However, this does not mean we are always obliged to provide the information. In some cases, there will be a good reason why we should not make public some, or all, of the information requested.

We can refuse an entire request under the following circumstances:

- It would cost too much or take too much staff time to deal with the request (£450 or >18 hours staff time).
- The request is vexatious.
- The request repeats a previous request from the same person.

In addition, the Freedom of Information Act contains a number of exemptions that allow us to withhold information from a requester.

Some exemptions relate to a particular type of information, for instance, information relating to government policy. Other exemptions are based on the harm that would arise or would be likely arise from disclosure, for example, if disclosure would be likely to prejudice a criminal investigation or prejudice someone's commercial interests.

There is also an exemption for personal data if releasing it would be contrary to the Data Protection Act.

We can automatically withhold information because an exemption applies only if the exemption is 'absolute'. This may be, for example, information we receive from the security services which is covered by an absolute exemption. However, most exemptions are not absolute but require us to apply a public interest test. This means we must consider the public interest arguments before deciding whether to disclose the information. So we may have to disclose information, in spite of an exemption where it is in the public interest to do so. If we are refusing all or any part of a request, we will send the requester a written refusal notice.