



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

**Website** – [www.sherborne-tc.gov.uk](http://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                   |
|---------------------------------------------------------------|-------------------------------------|------------------------|
| <b>Class 1 – Who We Are and What We Do</b>                    |                                     |                        |
| 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         |
| <b>Class 2 – What We Spend and How We Spend It</b>            |                                     |                        |
| Final Accounts and report by auditor                          | Web Site/Hard Copy                  | Free/10p Sheet         |
| Finalised budget                                              | Web Site/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         |
| CIL Monies Received                                           | Web Site/Hard Copy                  | Free/10p Sheet         |
| <b>Class 3 – What Our Priorities Are and How We Are Doing</b> |                                     |                        |
| Sherborne Town Council Forward Plan 2019 - 2024               | Web Site/Hard Copy                  | Free                   |
| <b>Class 4 – How We Make Decisions</b>                        |                                     |                        |
| Timetable of meetings                                         | Web Site/Hard Copy<br>Notice Board  | Free/10p Sheet<br>Free |
| Agendas of meetings                                           | Web Site/Hard Copy<br>Notice Board  | Free/10p Sheet<br>Free |
| Minutes of meetings                                           | Web Site/Hard Copy                  | Free/10p Sheet         |
| Responses to consultation papers                              | Web Site/Hard copy                  | 10p sheet              |
| Responses to planning applications                            | Web Site/Hard Copy                  | Free/10p Sheet         |
| <b>Class 5 – Our Policies and Procedures</b>                  |                                     |                        |
| 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<br>Notice Board   | Free<br>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                                            |
| <b>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.</b> |                             |                                                 |
| Schedule of Charges                                                                                                                                                                                               |                             |                                                 |
| Type of Charge                                                                                                                                                                                                    | Description                 | Basis of Charge                                 |
| Disbursement Cost                                                                                                                                                                                                 | Photocopying @15p per sheet | Actual cost*                                    |
|                                                                                                                                                                                                                   | Postage                     | Actual cost of Royal mail 2 <sup>nd</sup> class |
| *actual cost incurred by the Council taking into account all factors                                                                                                                                              |                             |                                                 |