



## **ICO Publication Scheme**

Adopted by resolution in February 2022

Date of last review: May 2022

Date of next review: May 2023

Information available from Wool Parish Council under the ICO model publication scheme

<b>Information to be published</b>	<b>How the information can be obtained</b>	<b>Cost</b>
<b>Class 1 - Who we are and what we do</b>		
Who's who on the Council and its Committees	Website or paper copy	Paper copy 5p per page
Contact details for Parish Clerk and Council members (The Clerk will arrange a meeting with a councillor if required)	Website or paper copy	Paper copy 5p per page
Location of main Council office and accessibility details	Website or paper copy	Paper copy 5p per page
<b>Class 2 – What we spend and how we spend it</b>		
Annual return form and report by auditor	Website or paper copy	Paper copy 5p per page
Finalised budget	Website or paper copy	Paper copy 5p per page



Precept	Website or paper copy	Paper copy 5p per page
Financial Standing Orders and Regulations	Website or paper copy	Paper copy 5p per page
Grants given and received	Website or paper copy	Paper copy 5p per page
List of current contracts awarded and value of contract	Website or paper copy	Paper copy 5p per page
Councillors' expenses	Website or paper copy	Paper copy 5p per page
<b>Class 3 – What our priorities are and how we are doing</b>		
Parish Work Plan	Website or paper copy	Paper copy 5p per page
Annual Report to Parish	Website or paper copy	Paper copy 5p per page
<b>Class 4 – How we make decisions</b>		
Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	Website or paper copy	Paper copy 5p per page
Agendas of meetings	Website or paper copy	Paper copy 5p per page
Minutes of meetings	Website or paper copy	Paper copy 5p per page
Reports presented to council meetings	Website or paper copy	Paper copy 5p per page



Responses to consultation papers	Website or paper copy	Paper copy 5p per page
Responses to planning applications	Dorset Council website	
<b>Class 5 – Our policies and procedures</b>		
<p>Policies and procedures for the conduct of council business:</p> <p>Procedural standing orders</p> <p>Committee and sub-committee terms of reference</p> <p>Delegated authority in respect of officers</p> <p>Code of Conduct</p> <p>Policy statements</p>	Website or paper copy	Paper copy 5p per page
<p>Policies and procedures for the provision of services and about the employment of staff:</p> <p>Internal instructions to staff and policies relating to the delivery of services</p> <p>Equality and diversity policy</p> <p>Health and safety policy</p> <p>Recruitment policies (including current vacancies)</p> <p>Policies and procedures for handling requests for information</p> <p>Complaints procedures (including those covering requests for information and operating the publication scheme)</p>	Website or paper copy	Paper copy 5p per page
Information security policy	Website or paper copy	Paper copy 5p per page
Records management policies (records retention, destruction and archive)	Website or paper copy	Paper copy 5p per page
Data protection policies	Website or paper copy	Paper copy 5p per page



Schedule of charges (for the publication of information)	Website or paper copy	Paper copy 5p per page
<b>Class 6 – Lists and Registers</b>		
Assets register	Website or paper copy	Paper copy 5p per page
Register of members' interests	Dorset Council website	
<b>Class 7 – The services we offer</b>		
Allotments	Website or paper copy	Paper copy 5p per page
Burial grounds and closed churchyards	Website or paper copy	Paper copy 5p per page
Community centres and village halls	Website or paper copy	Paper copy 5p per page
Parks, playing fields and recreational facilities	Website or paper copy	Paper copy 5p per page
Seating, litter bins, clocks, memorials and lighting	Website or paper copy	Paper copy 5p per page
Bus shelters	Website or paper copy	Paper copy 5p per page
Agency agreements	Website or paper copy	Paper copy 5p per page



**Contact details: Wool Parish Clerk, Parish Office, The D'Urberville Centre, Colliers Lane, Wool BH20 6DL.  
Tel 01929 460054.**

**Email [woolparishcouncil@gmail.com](mailto:woolparishcouncil@gmail.com)**

#### SCHEDULE OF CHARGES

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

<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b>BASIS OF CHARGE</b>
<b>Disbursement cost</b>	Photocopying 5p per sheet (black & white)	Estimated cost
	Photocopying 5p per sheet (colour)	Estimated cost