

Information available from Hilton Parish/Community Council under the model publication scheme

Information to be published	How the information can be obtained	Cost
<p>Class1 - Who we are and what we do Hilton Parish Council meets on the first Tuesday of the month in the Old Brewery Hall, Lower Ansty at 7 pm.. Hilton Parish Council represents the villages of Hilton, Higher and Lower Ansty and Melcombe Bingham (that part of Melcombe Bingham which is in the North Dorset district council area.)</p>	<p>Contact the Clerk to the Council for information, Mrs Pat Gubbins Tel: 01258 881348 patricia.gubbins@virgin.net www.villagenews.org.uk</p>	
Who's who on the Council	Website for full list hard copy	Free 20p
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	As above	
<p>Class 2 – What we spend and how we spend it The following items are available on the website or in hard copy from the Clerk</p>		
Annual return form and report by auditor	Hard copy only	50p
Finalised budget	Website	Free
Precept	Website see above	
Financial Standing Orders and Regulations	Hard copy only	50p

Class 3 – What our priorities are and how we are doing		
Parish Plan	Available on CD	
Annual Report to Parish or Community Meeting	Hard copy	50p
Class 4 – How we make decisions		
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Website, noticeboards. Hard Copy	Free 50p
Agendas of meetings (as above)	Website or notice board	Free
Minutes of meetings (as above) –	Website or notice boards	Free
Responses to planning applications contained in minutes	Website and notice boards	Free
Class 5 – Our policies and procedures		
Procedural standing orders	Hard copy	£1.00
Code of Conduct	Hard copy	£1.00

Policies and procedures for handling requests for information Complaints procedures covering requests for information and operating the publication scheme)	Website Hard copy	Free 50p
Records management policies (records retention, destruction and archive)	Hard copy	50p
Class 6 – Lists and Registers Currently maintained lists and registers only		
Assets Register	Contained in year end Acs	
Register of members' interests	Hard copy	£1.00
Register of gifts and hospitality	Hard copy	

* the actual cost incurred by the public authority