

Information available from Litton Cheney Parish Council under the Freedom of Information Act publication scheme

Information to be published	How the information can be obtained	Cost
Class 1 - Who we are and what we do <i>This will be current information only</i>		
Who's who on the Council	Website or hard copy	Website free. Hard copy: see schedule of charges
Contact details for Parish Clerk and Council members	Website or hard copy	Website free. Hard copy: see schedule of charges
Class 2 – What we spend and how we spend it		
Current and previous financial year	Website or hard copy	Website free. Hard copy: see schedule of charges
Annual Return form and report by Auditor (Internal)	Website or hard copy	Website free. Hard copy: see schedule of charges
Finalised budget	Website (January minutes) or hard copy	Website free. Hard copy: see schedule of charges
Precept	Website (January minutes) or hard copy	Website free. Hard copy: see schedule of charges

Standing Orders, Financial Regulations and Reserves Policy	Website or hard copy	Website free. Hard copy: see schedule of charges
All items of expenditure above £100	Website or hard copy	Website free. Hard copy: see schedule of charges
List of current contracts awarded and value of contract	Website (March minutes) or hard copy	Website free. Hard copy: see schedule of charges
Grants given and received	Website (May minutes) or hard copy	Website free. Hard copy: see schedule of charges
Members' allowances and expenses	Website or hard copy	Website free. Hard copy: see schedule of charges
Class 3 – What our priorities are and how we are doing <i>Strategies and plans, performance indicators, audits, inspections and reviews</i>		
Annual governance statement in format included in the Annual Return form	Website or hard copy	Website free. Hard copy: see schedule of charges
Annual Report to Parish or Village Assembly Meeting	Website (Annual Parish Meeting minutes) or hard copy	Website free. Hard copy: see schedule of charges
Climate and Ecological Emergency Action Plan	Website or hard copy	Website free. Hard copy: see schedule of charges

Class 4 – How we make decisions <i>Decision making processes and records of decisions</i>		
Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	Website or hard copy (notice of meetings are publicly displayed as required by law)	Website free. Hard copy: see schedule of charges
Agendas of meetings (as above)	Website (current agenda) or hard copy	Website free. Hard copy: see schedule of charges
Minutes of meetings (as above) – exclude material that is properly considered to be exempt from disclosure	Website or hard copy	Website free. Hard copy: see schedule of charges
Reports presented to council meetings – exclude material that is properly considered to be exempt from disclosure	Website or hard copy	Website free. Hard copy: see schedule of charges
Responses to consultation papers	Hard copy	See schedule of charges
Responses to planning applications	Online at Dorset Council Planning Portal or hard copy	See schedule of charges
Bye-laws	Hard copy	See schedule of charges
Class 5 – Our policies and procedures <i>Current written protocols, policies and procedures for delivering our services and responsibilities</i>		
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 or hard copy	Website free. Hard copy: see schedule of charges

<p>Policies and procedures for the provision of services and about the employment of staff:</p> <ul style="list-style-type: none"> • Policies relating to the delivery of services (including Community Bench Policy and Metal Detecting Policy) • HR policies • 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) • IT and Email policies • GDPR Policy and Privacy Statement 	<p>Website or hard copy</p> <p>For further details, please contact the Clerk</p>	<p>Website free. Hard copy: see schedule of charges</p>
<p>Records management, personal data and access to information policies</p> <ul style="list-style-type: none"> • Records retention, destruction and archive policies, and data protection policies 	<p>Website or hard copy</p>	<p>Website free. Hard copy: see schedule of charges</p>
Class 6 – Lists and Registers		
<p>Assets register, including details of public land and building assets</p>	<p>Website or hard copy</p>	<p>Website free. Hard copy: see schedule of charges</p>
<p>Register of members' interests</p>	<p>Dorset Council Website under Litton Cheney Parish Council members or hard copy</p>	<p>Website free. Hard copy: see schedule of charges</p>
<p>Register of gifts and hospitality</p>	<p>For details contact Clerk</p>	<p>See schedule of charges</p>

Class 7 – The services we offer		
Services: <ul style="list-style-type: none"> • Allotments • Playing Field • Seat, benches and litter bins • Bus shelter • Defibrillator 	For details contact Clerk	See schedule of charges

Schedule of charges

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 20p per sheet (black & white)	Actual cost
	Photocopying @ 40p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class
	Envelope charge	Actual cost
Statutory Fee		In accordance with the relevant legislation

Contact Details

Parish Clerk: Debbie Hollings 07840 401786
 Email: clerk@littoncheney.org.uk
 Website: www.littoncheney.org.uk

Last review date: November 2025