

## Information available from Dunkerton & Tunley Parish Council under the model publication scheme

Information to be published	How the information can be obtained	Cost
<b>Class1 - Who we are and what we do</b>		
Who's who on the Council and its Committees	Website Parish Noticeboards Hard copy – contact Clerk	Free Free 10p per sheet
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address)	Website Parish Noticeboards Hard copy – contact Clerk	Free Free 10p per sheet
<b>Class 2 – What we spend and how we spend it</b>		
Annual return form and report by auditor	Website Hard copy – contact Clerk	Free 10p per sheet
Finalised budget	Soft copy via email – contact Clerk Hard copy – contact Clerk	Free 10p per sheet
Precept	Soft copy via email – contact Clerk Hard copy – contact Clerk	Free 10p per sheet

Financial Regulations	Website Hard copy – contact Clerk	Free 10p per sheet
List of Transactions over £100	Website Hard copy – contact Clerk	Free 10 p per sheet
<b>Class 3 – What our priorities are and how we are doing</b>		
Minutes of Meetings	Website Hard copy – contact Clerk	Free 10p per sheet
<b>Class 4 – How we make decisions</b>		
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Website Hard Copy – contact Clerk	Free 10p per sheet
Agendas of meetings (as above)	Website Parish Noticeboards Hard copy – contact Clerk	Free Free 10p per sheet
Minutes of meetings (as above) – notes will exclude information that is properly regarded as private to the meeting.	Website Parish Noticeboards Hard copy – contact Clerk	Free Free 10p per sheet
Responses to planning applications	BANES website Hard copy – contact Clerk	Free 10p per sheet
<b>Class 5 – Policies and Procedures</b>		
Standing Orders	Website or via email from the	Free

	Clerk Hard copy – contact Clerk	10 p per sheet
<b>Class 6 – Lists and Registers</b>		
Assets Register	Via Email from the Clerk Hard copy – contact Clerk	Free 10 p per sheet
Register of members' interests	Website Hard copy – contact Clerk	Free 10 p per sheet
<b>Class 7 – The services we offer</b>		
Information regarding Manders Orchard, Millennium Wood, community use telephone boxes, the cricket ground, bus shelters, seating, street lighting and and advice and guidance on matters that fall within the remit of the parish council.	Available from the Clerk	Free if soft copy 10 p per sheet if hard copy

**Contact details: Clerk to the Council Kathryn Manchee, 3 Lark Close, Midsomer Norton, Radstock, BA3 4PX 01761 411305 [clerk.dunkerton@googlemail.com](mailto:clerk.dunkerton@googlemail.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 10p per sheet (black & white)	Actual cost
	Printing 10 per sheet	Actual cost
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Statutory Fee</b>		In accordance with the relevant legislation (quote the actual statute)