

## Information available from Selattyn and Gobowen Parish Council under the Freedom of Information Model Publication Scheme

Information to be published	How the information can be obtained	Cost
<b>CLASS 1 Who are we and what do we do (organisational information, structures locations and contacts)</b>		
Who's who on the Council and its committees	Website Hard copy	Free 10p/sheet
Contact details for Parish Clerk and Council Members (named contacts where possible with telephone number and email address)	Website Newsletter Hard copy	Free Free 10p/sheet
<b>CLASS 2 – What we spend and how we spend it (financial information relating to projected and actual income and expenditure, procurement contracts and financial audit)</b>		
Annual return form and report by auditor	Hard Copy Website	10p/sheet Free
Finalised budget	Website Hard Copy	Free 10p/sheet
Precept	Website Hard Copy	Free 10p/sheet
Borrowing Approval Letter	n/a	
Financial Standing Orders and Regulations	Hard Copy Website	10p/sheet Free
Grants given and received	Hard Copy Website	10p/sheet Free
List of current contracts awarded and value of contract	Hard copy	10p/sheet
Members allowances and expenses	Hard Copy	10p/sheet
<b>CLASS 3 What our priorities are and how we are doing (strategies and plans, performance indicators, audits, inspections and reviews)</b>		

Parish Plan	Website Hard copy	Free Free
Annual Report to Parish and Community Meeting (current and previous year as a minimum)	Website Hard copy	Free Free
Quality Status / Local Council Award	Hard Copy	10p/sheet
Local Charters drawn up in accordance with DCLG guidelines	n/a	
<b>CLASS 4 How we make decisions (decision making processes and records of decisions)</b>		
Timetable of meetings (council any committee/subcommittee meetings and parish meeting)	Website Hard copy	Free 10p/sheet
Agendas of meetings (as above)	Website Hard copy, parish notice boards	Free 10p/sheet
Minutes of meetings (as above) – nb this will exclude information that is properly provided as private to the meeting	Website Hard copy	Free 10p/sheet
Reports presented to council meetings nb this will exclude information that is properly provided as private to the meeting	Hard Copy	10p/sheet
Responses to consultation papers	Hard Copy	10p/sheet
Responses to planning applications	Hard Copy	10p/sheet
Bye laws	n/a	
<b>Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)</b>		
Polices and procedures for the conduct of council business	Hard Copy Website	10p/sheet Free
Procedural standing orders	Hard Copy Website	10p/sheet Free
Committee and sub-committee terms of reference	Hard Copy Website	10p/sheet Free
Delegated authority in respect of officers	Hard Copy	10p/sheet
Code of Conduct	Hard Copy	10p/sheet
Policy Statements	Hard Copy	10p/sheet

Polices and Procedures for the provision of services and about employment of staff	Hard Copy	10p/sheet
Internal policies relating to the delivery of services	Hard copy	10p/sheet
Equality and diversity policy		
Health and Safety Policy	Hard copy	10p/sheet
Recruitment Polices including current vacancies	Website	Free
Polices and procedures for handling requests for information	Hard copy	10p/ sheet
Complaints procedures (including those covering requests for information and operating the publication scheme)	Website Hard copy	Free 10p/sheet
Information security policy	Hard Copy	10p/sheet
Records management policy (records retention, destruction and archive)	Hard Copy	
Data Protection policies		
Schedule of charges (for the publication of information)	Website Hard copy	Free 10p/sheet
<b>CLASS 6 Lists and Registers</b> <b>Currently maintained lists and registers only</b>		
Assets register	Hard copy Website	10p/sheet Free
Disclosure Log (indicating the information that has been provided in response to requests recommended as good practice but may not be held by parish councils)	Hard Copy	10p/sheet
Register of members interests	Hard copy Website	10p/sheet Free
Register of gifts and hospitality	Hard copy	10p/sheet
<b>Class 7 - The services we offer</b> <b>Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses</b>		
Allotments	Inspection	
Burial Grounds and closed churchyards	Inspection	Free (by appointment)
Community centres and village halls	Inspection	Free (by appointment)
Parks playing fields and recreational facilities	Inspection	Free (by appointment)

Seating litter bins, clocks, memorials and lighting	Inspection	Free (by appointment)
Bus shelters	Inspection	Free (by appointment)
Markets	n/a	
Public conveniences	n/a	
Agency agreements	n/a	
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Website Hard copy	Free 10p/sheet

#### Contact Details

Amy Jones  
Parish Clerk  
Hawthorn Cottage  
Porthywaen  
Oswestry  
Shropshire  
SY10 8LX  
Tel: 01691 829571

#### Schedule of Charges

Information can be inspected, by appointment at the Council Offices free of charge.

A detailed search of records (for example the Burials Register or the Council Minutes) is subject to a charge of £10 per search.

Type of charge	Description	Basis of charge
Disbursement cost	Photocopying @ 10p per sheet black and white	Actual cost
	Photocopying @25p per sheet colour	
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class

**REVIEWED: May 2018**

**NEXT REVIEW: May 2019**