

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

Class 1: Who we are and what we do (organisational information, structures, locations and contacts)

Information to be published	Available on website (free)	Available in Newsletter	Available on Noticeboards	Available in Hardcopy	Hardcopy cost
Who's who on the Council and its committees	YES	No	No	YES	10p/sheet
Contact details for Parish Clerk and Council Members (named contacts where possible with telephone number and email addresses)	YES	YES	YES	YES	10p/sheet

Class 2: What we spend and how we spend it.

Information to be published	Available on website (free)	Available in Newsletter	Available on Noticeboards	Available in Hardcopy	Hardcopy cost
Annual return form and report by auditor	YES	No	No	YES	10p/sheet
Finalised budget	YES	No	No	YES	10p/sheet
Precept	YES	No	No	YES	10p/sheet
Borrowing approval letter	n/a	n/a	n/a	n/a	n/a
Financial Standing Orders and Regulations	YES	No	No	YES	10p/sheet
Grants given and received	YES	No	No	YES	10p/sheet
List of current contracts awarded and value of contract	No	No	No	YES	10p/sheet
Members allowances and expenses	No	No	No	YES	10p/sheet

Class 3: What our priorities are and how we are doing.

Information to be published	Available on website (free)	Available in Newsletter	Available on Noticeboards	Available in Hardcopy	Hardcopy cost
Parish Plan	YES	No	No	YES	Free
Annual report to Parish and Community Meeting (current and previous year as a minimum)	YES	No	No	YES	Free
Quality Status / Local Council Award	n/a	n/a	n/a	n/a	n/a
Local Charters drawn up in accordance with DCLG guidelines	n/a	n/a	n/a	n/a	n/a

Class 4: How we make decisions (decision making processes and records of decisions)

Information to be published	Available on website (free)	Available in Newsletter	Available on Noticeboards	Available in Hardcopy	Hardcopy cost
Timetable of meetings (Council, committee, subcommittee meetings and parish meeting)	YES	YES	No	YES	10p/sheet
Agendas of meetings (as above)	YES	No	YES	YES	10p/sheet
Minutes of meetings (as above). NB This will exclude information that is properly provided as private to the meeting	YES	No	No	YES	10p/sheet
Reports presented to council meetings. NB this will exclude information that is properly provided as private to the meeting.	No	No	No	YES	10p/sheet
Responses to consultation papers	No	No	No	YES	10p/sheet
Responses to planning applications	No	No	No	YES	10p/sheet
Bylaws	n/a	n/a	n/a	n/a	n/a

Class 5: Our policies and procedures (current written protocols, policies and procedures for delivering our services and responsibilities).

Information to be published	Available on website (free)	Available in Newsletter	Available on Noticeboards	Available in Hardcopy	Hardcopy cost
Policies and procedures for the conduct of Council business	YES	No	No	YES	10p/sheet
Procedural Standing Orders	YES	No	No	YES	10p/sheet
Committee and Sub-committee terms of reference	YES	No	No	YES	10p/sheet
Delegated authority in respect of officers	No	No	No	YES	10p/sheet
Code of Conduct	YES	No	No	YES	10p/sheet
Policy Statements	No	No	No	YES	10p/sheet
Policies and procedures for the provision of services and about employment of staff	No	No	No	YES	10p/sheet
Internal policies relating to the delivery of services	No	No	No	YES	10p/sheet
Equality and Diversity policy	No	No	No	YES	10p/sheet
Health and safety policy	No	No	No	YES	10p/sheet
Recruitment policies including current vacancies	YES	No	No	No	n/a

Information to be published	Available on website (free)	Available in Newsletter	Available on Noticeboards	Available in Hardcopy	Hardcopy cost
Policies and procedures for handling requests for information	No	No	No	YES	10p/sheet
Complaints procedures (including those covering requests for information and operating the publication scheme)	YES	No	No	YES	10p/sheet
Information security policy	No	No	No	YES	10p/sheet
Document Retention and Disposal policy	YES	No	No	YES	10p/sheet
Data protection policies	YES	No	No	YES	10p/sheet
Schedule of charges for the publication of information	YES	No	No	YES	10p/sheet

Class 6: Lists and Registers (currently maintained lists and registers only)

Information to be published	Available on website (free)	Available in Newsletter	Available on Noticeboards	Available in Hardcopy	Hardcopy cost
Assets register	YES	No	No	YES	10p/sheet
Disclosure Log (indicating the information that has been provided in response to requests)	No	No	No	YES	10p/sheet
Register of members' interests	YES	No	No	YES	10p/sheet
Register of gifts and hospitality	No	No	No	YES	10p/sheet

Class 7: The services we offer. Information about the services we offer, including leaflets, guidance and newsletter produced for the public and businesses.

Information to be published	Available on website (free)	Available in Newsletter	Available on Noticeboards	Available in Hardcopy	Hardcopy cost
Allotments	No	No	No	Inspection only	n/a
Burial Grounds and closed churchyards	No	No	No	Inspection by appointment	n/a
Community centres and village halls	No	No	No	Inspection by appointment	n/a
Parks, playing fields and recreational facilities	No	No	No	Inspection by appointment	n/a
Seating, litter bins, clocks, memorials and lighting	No	No	No	Inspection by appointment	n/a

Information to be published	Available on website (free)	Available in Newsletter	Available on Noticeboards	Available in Hardcopy	Hardcopy cost
Bus Shelters	No	No	No	Inspection by appointment	n/a
Markets	n/a	n/a	n/a	n/a	n/a
Public Conveniences	n/a	n/a	n/a	n/a	n/a
Agency agreements	n/a	n/a	n/a	n/a	n/a
A summary of services for which the Council is entitled to recover a fee, together with those fees (e.g. burial fees)	YES	No	No	YES	10p/sheet

Contact Details:

Bridget Laraway, Parish Clerk
 19 Rhewl Lane, Gobowen, Shropshire, SY10 7XA
 Tel: 01691 886502
 Email: clerk@selattyn gobowen-pc.gov.uk

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 Photocopying @25p per sheet colour	Actual cost
Postage	Postage	Actual cost of Royal Mail standard 2 nd class

REVIEWED: June 2022
 July 2023
NEXT REVIEW: July 2024