

Information available from Great Hanwood Parish Council under the Freedom of Information Model Publication Scheme

Information to be published	How the information can be obtained	Cost
CLASS 1 Who are we and what do we do (organisational information, structures locations and contacts)		
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 Quarterly Newsletter Hard copy	Free Free 10p/sheet
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)		
Annual return form and report by auditor	Hard Copy	10p/sheet
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	Website Hard Copy	10p/sheet
Grants given and received	Hard Copy	10p/sheet
List of current contracts awarded and value of contract	Hard copy	10p/sheet
Members allowances and expenses	N/a	10p/sheet
CLASS 3 What our priorities are and how we are doing (strategies and plans, performance indicators, audits, inspections and reviews)		
Parish Plan (Draft)	Website/Hard copy	Free/Free
Annual Report to Parish and Community Meeting (current and previous year as a minimum)	Website Hard copy	Free 10p/sheet

Quality Status	N/a	
Local Charters drawn up in accordance with DCLG guidelines	n/a	
CLASS 4 How we make decisions (decision making processes and records of decisions)		
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	Website/Hard Copy	Free/10p/sheet
Responses to planning applications	Website/Hard Copy	Free/10p/sheet
Bye laws	n/a	
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)		
Procedural standing orders	Website/Hard Copy	Free/10p/sheet
Committee and sub committee terms of reference	Website/Hard Copy	10p/sheet
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		
Recruitment Polices including current vacancies	Hard copy	10p/sheet
Polices and procedures for handling requests for information	Website Hard copy	Free 10p/ sheet

Complaints procedures (including those covering requests for information and operating the publication scheme)	Website Hard copy	Free 10p/sheet
Information security policy		
Records management policy (records retention, destruction and archive)		
Data Protection policies		
Schedule of charges (for the publication of information)	Website Hard copy	Free 10p/sheet
CLASS 6 Lists and Registers Currently maintained lists and registers only		
Assets register	Hard copy	10p/sheet
Planning Applications register	Website/Hard Copy	Free/10p/sheet
Register of members interests	Hard copy	10p/sheet
Register of gifts and hospitality	Hard copy	10p/sheet
Class 7 - The services we offer Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses		
Allotments	n/a	
Burial Grounds and closed churchyards	N/a	
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)	N/a	

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Schedule of Charges

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

A detailed search of records (for example 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	Actual cost of Royal Mail standard 2 nd class