

## Information available from Pontesbury 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 we are and what we do (organisational information, structures, locations and contacts)</b>		
Who's who on the Council and it's 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 Internal and External Auditors	Website Hard Copy	Free 10p/sheet
Finalised budget	Website Hard Copy	Free 10p/sheet
Precept	Website Hard Copy	Free 10p/sheet
Borrowing Approval Letter	n/a	
Standing Orders and Financial Regulations	Website Hard Copy	Free 10p/sheet
Grants given and received	Website Hard Copy	Free 10p/sheet
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	Hard Copy	Free
Neighbourhood Plan	Under development	
Quality Status/Local Council Award	n/a	
Local Charters drawn up in accordance with DCLG guidelines	n/a	

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<b>CLASS 4 How we make decisions (decision making processes and records of decisions)</b>		
Agenda/Timetables of meetings (full council and any committee/sub-committee meetings and parish meeting)	Website Hard Copy Agenda on Noticeboards	Free 10p/sheet Free
Minutes of meetings (as above) NB. This will exclude information that is provided as private to the meeting	Website Hard Copy	Free 10p/sheet
Reports presented to council meetings NB. This will exclude information that is provided as private to the meeting	Hard Copy	10p/sheet
Responses to consultation papers	Hard Copy	10p/sheet
Responses to planning applications (contained in planning committee minutes)	Website Hard Copy	Free 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>		
Policies and procedures for the conduct of council business: Procedural Standing Orders Financial Regulations Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct	All on Website Available in Hard Copy	Free 10p/sheet
Internal policies relating to delivery of services: Equality and diversity policy Health & Safety policy Risk Assessments Recruitment polices including current vacancies Press and Media policy	Hard Copy Hard Copy Hard Copy Website Hard Copy	10p/sheet 10p/sheet 10p/sheet Free 10p/sheet
Complaints policy	Website Hard Copy	Free 10p/sheet
Information Security Policy	Website	Free

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	Hard Copy	10p/sheet
General Privacy Notice	Website Hard Copy	Free 10p/sheet
Data Protection Policy	Website Hard Copy	Free 10p/sheet
Data Breach Policy	Website Hard Copy	Free 10p/sheet
Subject Access Policy	Website Hard Copy	Free 10p/sheet
Privacy Impact Assessment – Code of Practice	Website Hard Copy	Free 10p/sheet
Records Management Policy (records, retention, destruction and archive)	Hard Copy	10p/sheet
Publication Scheme and schedule of charges (for the publication of information)	Website Hard Copy	Free 10p/sheet
<b>CLASS 6. Lists and Register currently maintained</b>		
Assets Register	Website Hard Copy	Free 10p/sheet
Disclosure Logs (relating to Freedom of Information requests and relating to Data Protection Subject Access Requests or Data Breach)	Hard Copy	10p/sheet
Register of members interests	Hard Copy	10p/sheet
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>		
Public Conveniences	Inspection	Free (by appointment)
Parks, playing fields and recreational facilities	Inspection	Free (by appointment)

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Bus shelters	Inspection	Free (by appointment)
Seating, litter bins, memorials and lighting	Inspection	Free (by appointment)
Allotments	n/a	
Burial Grounds and Closed Churchyards	n/a	
Agency Agreements	n/a	
Community Centres/village halls	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	

### Contact Details

Debbie Marais  
 Parish Clerk  
 8 Holbache Rd  
 Oswestry  
 SY11 1RP  
 Tel: 01691 661157  
 clerk@pontesburypc.org.uk

### Schedule of charges

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

A detailed search of records (for example 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 <sup>nd</sup> Class

**Adopted: 8 July 2019**

**Next Review date: July 2020**