

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
CLASS 1 Who we are and what we do (organisational information, structures, locations and contacts)		
Who's who on the Council and it's committees	Website Hard Copy	Free 10p/sheet
Contact details for Parish Council staff and council members (named contacts where possible with telephone number and email address)	Website 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 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
CLASS 3 What our priorities are and how we are doing (strategies and plans, performance indicators, audits, inspections and reviews)		
Parish Plan	Hard Copy	Free
Neighbourhood Plan	Under development Website	Free
Strategic Plan	Draft available	

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	Website hard copy	Free 10p/sheet
Quality Status/Local Council Award	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)		
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 Confidential to the meeting	Website Hard Copy	Free 10p/sheet
Reports presented to council meetings NB. This will exclude information that is provided as Confidential 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	
CLASS 5. Our policies and procedures (current written protocols, policies and procedures for delivering our services and responsibilities)		
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	Hard Copy Hard Copy Hard Copy Website	10p/sheet 10p/sheet 10p/sheet Free

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Press and Media policy	Hard Copy	10p/sheet
Complaints policy	Website Hard Copy	Free 10p/sheet
Information Security Policy	Website Hard Copy	Free 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
CLASS 6. Lists and Register currently maintained		
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	Shropshire Council website Hard Copy	Free 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		

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Public Conveniences	Inspection	Free (by appointment)
Parks, playing fields and recreational facilities	Inspection	Free (by appointment)
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	Pavilion website Hard copy	Free 10p/sheet
A summary of services for which the council is entitled to recover a fee, together with those fees Room hire at Pavilion community building Newsletter subscriptions	Hard copy	10p/sheet

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 nd Class

Adopted: 11 October 2021

Next Review date: October 2022