

Information available from Hadnall Parish Council under the model publication scheme

Information to be published	How the information can be obtained	Cost
<p>Class1 - Who we are and what we do (Organisational information, structures, locations and contacts)</p> <p>This will be current information only.</p>	Hard copy and or website	
Who's who on the Council and its Committees		
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website and Office Notice Board	
Staffing structure	Parish Office – Clerk, c/o Ivy House Farm, Weston under Redcastle, Shrewsbury, SY4 5XA	
<p>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)</p> <p>Current and previous financial year as a minimum</p>	Hard copy	
Annual return form and report by auditor	Parish Office	10p pp
Finalised budget	Parish Office	10p pp
Precept	Parish Office	10p pp
Financial Standing Orders and Regulations	Parish Office	10p pp

Information to be published	How the information can be obtained	Cost
Grants given and received	Parish Office	10p pp
List of current contracts awarded and value of contract	Parish Office	10p pp
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)	Hard copy and or website	
Parish Plan (current)	Parish Office	£1.00
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Parish Office/website	10p pp
Working towards Quality Status		
Class 4 – How we make decisions (Decision making processes and records of decisions)	Hard copy and or website	
Current and previous council year as a minimum		
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Parish Office Notice Board, Website	
Agendas of meetings (as above)	Website/Noticeboards	
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Parish Office and Website	
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Parish Office	10p pp
Responses to consultation papers	Parish Office	
Responses to planning applications	Parish Office/online planning portal Shropshire Council	
Bye-laws		

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<p>Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information only</p>	Hard copy	10p pp
<p>Policies and procedures for the conduct of council business:</p> <p>Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers, Hadnall Planning Sub Committee. Code of Conduct Policy statements</p>	<p>)))Parish Office))</p>	10p pp
<p>Policies and procedures for the provision of services and about the employment of staff:</p> <p>Internal policies relating to the delivery of services Equality and diversity policy Health and safety policy Recruitment policies (including current vacancies) Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme)</p>	<p>)))Parish Office)))</p>	10p pp
Information security policy		
Records management policies (records retention, destruction and archive)	Parish Office	10 pp
Data protection policies	Parish Office	10p pp
Schedule of charges)for the publication of information)	Parish Office	
Information to be published	How the information	Cost

	can be obtained	
Class 6 – Lists and Registers Currently maintained lists and registers only	(hard copy or website; some information may only be available by inspection)	
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	N/A	
Assets Register	Parish Office (Inspection)	
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)	N/A	
Register of members' interests	Parish Office (Inspection)	
Register of gifts and hospitality	N. N/A	
Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only	(hard copy or website; some information may only be available by inspection)	
Allotments	N/A	
Burial grounds and closed churchyards	N/A	
Community centres and village halls	Parish Council act as Trustees only.	
Parks, playing fields and recreational facilities	The Ease	
Seating, litter bins, Bus shelters	Parish Office 2 Bus Shelters	
Markets	N/A	
Public conveniences	N/A	
Agency agreements	N/A	
	How the information	

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A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	N/A	
Additional Information		
This will provide Councils with the opportunity to publish information that is not itemised in the lists above		

Contact details:

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