

## Information available from Knockin Parish Council under the model publication scheme updated May 2020

Information to be published	How the information can be obtained	Cost
<p><b>Class1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts)</p> <p>This will be current information only</p> <p>N.B. Councils should already be publishing as much information as possible about how they can be contacted.</p>	(hard copy and/or website)	
Who's who on the Council	Website	10p/sheet
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website	10p/sheet
Location of main Council office and accessibility details	n/a	
Staffing structure	Website	10p/sheet
<p><b>Class 2 – What we spend and how we spend it</b> (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 and/or website)	
Annual return form and report by auditor	Hard copy	10p/sheet
Finalised budget	Hard copy/ website	10p/sheet
Precept	Hard copy	10p/sheet
Borrowing Approval letter		
Financial Standing Orders and Regulations	Hard copy/ website	10p/sheet
Grants given and received	Hard copy/ website	10p/sheet
List of current contracts awarded and value of contract	Hard copy	10p/sheet
Members' allowances and expenses	n/a	10p/sheet
<p><b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)</p>	(hard copy or website)	
Parish Plan (current and previous year as a minimum)	Hard copy	10p/sheet
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Hard copy	10p/sheet
Quality status	n/a	
Local charters drawn up in accordance with DCLG guidelines	n/a	
<p><b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions) Current and previous council year as a minimum</p>	(hard copy or website)	

Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Hard copy / website	10p/sheet
Agendas of meetings (as above)	Hard copy /website	10p/sheet
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Hard copy/ website	10p/sheet
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Hard copy	10p/sheet
Responses to consultation papers	Hard copy	10p/sheet
Responses to planning applications	Hard copy / Shropshire Council website	10p/sheet
Bye-laws	n/a	
<b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities)  Current information only	(hard copy or website)	
Policies and procedures for the conduct of council business:  Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements	Hard copy/ website n/a Hard copy Hard copy Hard copy	10p/sheet
Policies and procedures for the provision of services and about the employment of staff:  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)	Hard copy  Hard copy/website Hard copy/website	10p/sheet
Information security policy	Hard copy / website	10p/sheet
Records management policies (records retention, destruction and archive)	Hard copy/ website	10p/sheet
Data protection policies	Hard Copy / website	
Schedule of charges )for the publication of information)	Hard copy / website	
<b>Class 6 – Lists and Registers</b>  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)	Hard copy	10p/sheet
Assets Register	Hard copy/ website	10p/sheet

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)		10p/sheet
Register of members' interests	Shropshire Council website	10p/sheet
Register of gifts and hospitality	Hard copy	10p/sheet
<b>Class 7 – The services we offer</b> (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	
Parks, playing fields and recreational facilities	Hard copy	10p/sheet
Seating, litter bins, clocks, memorials and lighting	Hard copy	10p/sheet
Bus shelters	Hard copy	10p/sheet
Agency agreements	Hard copy	10p/sheet

**Contact details:**

**Penny O'Hagan**

**Parish Clerk, 3 Lady Ida, Kinnerley, SY10 8DN**

**SCHEDULE OF CHARGES**

This describes how the charges have been arrived at and should be published as part of the guide.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
<b>Disbursement cost</b>	Photocopying @ .10.p per sheet (black & white)	Actual cost *
	Photocopying @ .25.p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Statutory Fee</b>		In accordance with the relevant legislation (quote the actual statute)

Other

Information can also be inspected by appointment with the Parish Clerk. Such inspection is free of charge unless any fees or undue expenditure are incurred by the Council, which will be charged at cost.

\* the actual cost incurred by the public authority

Scheme reviewed 12.5.20