

PRESTEIGNE AND NORTON TOWN COUNCIL

FREEDOM OF INFORMATION ACT

UPDATED MAY 2014

Information available under the model publication scheme

Information to be published	How the information can be obtained
Class1 - Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only	
Who's who on the Council and its Committees	Hard Copy or email
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Hard Copy or email Clerks Details on Website
Location of main Council office and accessibility details	N/A
Staffing structure	N/A

<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>	
Annual return form and report by auditor	Hard Copy or email
Finalised budget / Annual Accounts	Hard Copy, email, website
Precept	Hard Copy, email, website
Borrowing Approval letter	Hard Copy, email if held
Financial Standing Orders and Regulations	Hard Copy, email, website
Grants given and received – contained in Annual Accounts	Hard Copy, email, website
List of current contracts awarded and value of contract	Hard Copy, email, website
Members’ allowances and expenses	Hard Copy, email
Mayor’s Allowance	Minuted/part of precept
<p>Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)</p>	
Parish Plan (current and previous year as a minimum)	N/A
Annual Report of Mayor(current and previous year as a minimum)	Included in May Minutes each year
Quality status	N/A in Wales
Local charters drawn up in accordance with DCLG guidelines	N/A
<p>Class 4 – How we make decisions (Decision making processes and records of decisions)</p> <p>Current and previous council year</p>	

Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Hard Copy, email, website
Agendas of meetings (as above)	Hard Copy, email, library
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Hard Copy, email, library, website
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Hard Copy, email
Responses to consultation papers	Hard Copy or email
Responses to planning applications	Hard Copy or email
Bye-laws	None held
Class 5 – Our policies and procedures	
(Current written protocols, policies and procedures for delivering our services and responsibilities)	
Current information only	
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, email, where possible on website.
Policies and procedures for the provision of services and about the employment of staff: Internal policies relating to the delivery of services	Hard copy or email where available

<p>Equality and diversity 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>Health and safety policy</p>	
Information security policy		Hard Copy, email
Records management policies (records retention, destruction and archive)		Hard copy or email
Data protection policies		Hard Copy, email
Schedule of charges (for the publication of information)		Hard Copy, email, website
<p>Class 6 – Lists and Registers</p> <p>Currently maintained lists and registers only</p>		
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)		None Held
Assets Register		Hard Copy, email, website
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)		Not held
Declaration of members' interests		Minuted monthly, hard copy or email
Register of gifts and hospitality		Hard copy or email
<p>Class 7 – The services we offer</p> <p>(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)</p> <p>Current information only</p>		
Allotments		Hard Copy, email
Burial grounds and closed churchyards		N/A

Community centres and village halls	N/A
Parks, playing fields and recreational facilities	Hard Copy or email
Seating, litter bins, clocks, memorials and lighting	Hard Copy, email
Bus shelters	N/A
Markets	N/A
Public conveniences	Hard copy or email
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
Additional Information	None

Contact details: Mrs Tracey Price, Town Clerk, Garn Farm, Chapel Lawn, Shropshire. SY7 0BT

Telephone - 01547 528575

email - pntc@hotmail.com

SCHEDULE OF CHARGES

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 50p per sheet (black & white)	Actual cost, (including costs below)
	Postage	Covered in above charge
	Clerk's Time	Covered in above charge
Statutory Fee	None	In accordance with the relevant legislation (quote the actual statute)
Other	None	