

West Felton Parish Council

Guide to information available from West Felton Parish Council under its freedom of information Publication Scheme

Information to be published	How the information can be obtained
Who we are and what we do (Organisational information, structures, locations and contacts)	
Who's who on the Council	Website /Hard copy
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website / Hard copy
What we spend and how we spend it (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit). Current and previous financial year as a minimum.	
Annual return form and report by auditor	Website / Hard copy
Finalised budget	Website / Hard copy
Precept	Hard copy
Borrowing Approval letter	N/A
Financial Standing Orders and Regulations	Website / Hard copy
Grants given and received	Hard copy
List of current contracts awarded and value of contract	Hard copy
Members' allowances and expenses	Hard copy
What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews) Current and previous year as a minimum	
Parish Plan (current and previous year as a minimum)	Hard copy
Annual Report to Parish Meeting (current and previous year as a minimum)	Hard copy
Quality status	N/A
Local charters drawn up in accordance with DCLG guidelines	N/A
How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum	
Timetable of meetings (Council and parish meetings)	Website / Hard copy
Agendas of meetings (Council and parish meetings)	Website / Hard copy
Minutes of meetings (Council and parish meetings) (NB this will exclude information that is properly regarded as private to the meeting.)	Website / Hard copy

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Reports presented to council meetings (NB this will exclude information that is properly regarded as private to the meeting.)	Hard copy
Responses to consultation papers	Hard copy
Responses to planning applications	Hard copy
Bye-laws	N/A
Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only	
<u>Policies and procedures for the conduct of council business:</u>	
Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements	Website / Hard copy N/A Hard copy Website / Hard copy Hard copy
<u>Policies and procedures for the provision of services and about the employment of staff:</u>	
Internal instructions to staff and 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 Website / Hard copy Website / Hard copy Website / Hard copy Hard copy Website / Hard copy
Information security policy	Hard copy
Records management policies (records retention, destruction and archive)	Hard copy
Data protection policies	Website / Hard copy
Schedule of charges (for the publication of information)	Website / Hard copy
Lists and Registers Currently maintained lists and registers only	
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	Hard copy
Assets register	Website / Hard copy
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	Website (link to Shropshire Council) / Hard copy
Register of gifts and hospitality	N/A
The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only	

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Burial ground	Hard copy/inspection
Playing field	Hard copy/inspection
Seating, litter bins, memorials and lighting	Hard copy/inspection
Bus shelters	Hard copy/inspection
Services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Hard copy/inspection

Schedule of charges

Website

Information available on the Parish Council's website can be accessed free of charge at www.westfeltonparish.co.uk

Hard copy

An exact price for providing a hard copy document will be calculated by the Clerk upon application, using the following charges:

Photocopying at 10p per sheet (black & white) and 25p per sheet (colour) (based on actual cost incurred by the Parish Council)

Postage – actual cost of Royal Mail 2nd class

Inspection/electronic copy

As an alternative to a hard copy, it may be possible (at the discretion of the Clerk) to inspect a document at the Parish Council office (by prior arrangement with the Clerk) or to receive an electronic copy of a document/information free of charge if it is not available on the Council's website. Please make enquiries with the Parish Clerk.

Contact details

The Parish Clerk can be contacted with any enquiries or to obtain hard copy documents as follows:

Mrs Rosemary Wood
5 Newtown Gardens, Baschurch, Shrewsbury SY4 2HF
01939 262881
westfeltonpc@gmail.com

Adopted by West Felton Parish Council on: 10 December 2019

Chairman's Signature: *M J Hesketh*