



Information available from Hodnet 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 or website) | Free |
| Who's who on the Council and its Committees | (hard copy or website) | Free |
| Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used)) | (hard copy or website) | Free |
| Location of main Council office and accessibility details | na | |
| Staffing structure | (hard copy or website) | Free |
| | | Free |
| <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 or website) | Photocopy @ 0.10p per sheet |
| Annual return form and report by auditor | Hardcopy | Photocopy @ 0.10p per sheet |
| Finalised budget | Hardcopy | Photocopy |

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| | | @ 0.10p per sheet |
| Precept | Hardcopy | Photocopy @ 0.10p per sheet |
| Borrowing Approval letter na | Hardcopy | Photocopy @ 0.10p per sheet |
| Financial Standing Orders and Regulations | Hardcopy or website | Photocopy @ 0.10p per sheet |
| Grants given and received | Hardcopy | Photocopy @ 0.10p per sheet |
| List of current contracts awarded and value of contract | Hardcopy | Photocopy @ 0.10p per sheet |
| Members' allowances and expenses na | | Photocopy @ 0.10p per sheet |
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| Class 3 – 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 | (hard copy or website) | Photocopy @ 0.10p per sheet |
| Parish Plan (current and previous year as a minimum) | Hardcopy or website | Photocopy @ 0.10p per sheet |
| Annual Report to Parish or Community Meeting (current and previous year as a minimum) | Hardcopy | Photocopy @ 0.10p per sheet |

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| Quality status na | | Photocopy @ 0.10p per sheet |
| Local charters drawn up in accordance with DCLG guidelines na | | n/a |
| Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum | hard copy or website | Photocopy @ 0.10p per sheet |
| Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings) | Hardcopy or website | Photocopy @ 0.10p per sheet |
| Agendas of meetings (as above) | Hardcopy or website | Photocopy @ 0.10p per sheet |
| Minutes of meetings (as above) – n.b. this will exclude information that is properly regarded as private to the meeting. | Hardcopy or website | Photocopy @ 0.10p per sheet |
| Reports presented to council meetings – n.b. this will exclude information that is properly regarded as private to the meeting. | Hardcopy | Photocopy @ 0.10p per sheet |
| Responses to consultation papers | Hardcopy | Photocopy @ 0.10p per sheet |
| Responses to planning applications | Hardcopy /Shropshire Council Website | Photocopy @ 0.10p per sheet |
| Bye-laws n/a | | Photocopy @ 0.10p per sheet |
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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 or website) | Photocopy @ 0.10p per sheet |
| <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 Code of Conduct Policy statements</p> | Hardcopy or website | Photocopy @ 0.10p per sheet |
| <p>Policies and procedures for the provision of services and about the employment of staff:</p> <p>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)</p> | Hardcopy or website | Photocopy @ 0.10p per sheet |
| <p>Information security policy</p> | | Photocopy @ 0.10p per sheet |
| <p>Records management policies (records retention, destruction and archive)</p> | Hardcopy | Photocopy @ 0.10p per sheet |
| <p>Data protection policies</p> | Hardcopy or website | Photocopy |

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| | | @ 0.10p per sheet |
| Schedule of charges (for the publication of information) | Hardcopy or website | Photocopy @ 0.10p per sheet |
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| Class 6 – Lists and Registers Currently maintained lists and registers only | (hard copy or website; some information may only be available by inspection) | Photocopy @ 0.10p per sheet |
| Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice) | Hardcopy; some information may only be available by inspection | Photocopy @ 0.10p per sheet |
| Assets register | Hardcopy | Photocopy @ 0.10p per 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) | some information may only be available by inspection | Photocopy @ 0.10p per sheet |
| Register of members' interests | some information may only be available by inspection) | Photocopy @ 0.10p per sheet |
| Register of gifts and hospitality | some information may only be available by inspection) | Photocopy @ 0.10p per sheet |
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| 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; some information may only be available by inspection) | Photocopy @ 0.10p per sheet |

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| Community centres and village halls | Hardcopy | Photocopy @ 0.10p per sheet |
| Parks, playing fields and recreational facilities | Hardcopy | Photocopy @ 0.10p per sheet |
| Seating, litter bins, memorials and lighting | Hardcopy | Photocopy @ 0.10p per sheet |
| Bus shelters | Hardcopy | Photocopy @ 0.10p per sheet |
| Services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees) | Hardcopy | Photocopy @ 0.10p per sheet |
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Contact details:

Parish Clerk: Mrs Jayne Charman

Address: Hodnet Parish Council, c/o 1 Water Tower, Pell Wall, Market Drayton, Shropshire, TF9 2AB

Telephone: 07946 112161

Email: clerk@hodnet-pc.gov.uk

Website: www.hodnet-pc.gov.uk

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 |
|--------------------------|---|---|
| Disbursement cost | Photocopying @ .10p per sheet (black & white) | Actual cost incurred |
| | Photocopying @ .50p per sheet (colour) | Actual cost incurred |
| | | |
| | Postage | Actual cost of Royal Mail standard 2 nd class or 2 nd class Recorded if requested |
| | | |
| Statutory Fee | £25.00 Current limit £450 based on 18 hours @ £25 per hour | In accordance with the relevant legislation |