



Information available from Acton Burnell, Frodesley, Pitchford, Ruckley and Langley Parish/Community Council under the model publication scheme

The Council's website address is: www.actonburnellparishcouncil.org.uk

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>		
<p>Who's who on the Council and its Committees</p>	<p>Website</p>	<p>Free</p>
<p>Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))</p>	<p>Website and Parish Noticeboards</p>	<p>Free</p>
<p>Class 2 – What we spend and how we spend it (Financial information relating to projected and actual income and</p>		

expenditure, procurement, contracts and financial audit) Current and previous financial year as a minimum		
Annual return form and report by auditor	Website	Free
Finalised budget	Website	Free
Precept	Website	Free
Financial Standing Orders and Regulations	Website	Free
Grants given and received	Website	Free
Members' allowances and expenses	Website	Free
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		
Parish Plan (current and previous year as a minimum)	Website	Free
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Website	Free
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum		

Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	Website	Free
Agendas of meetings (as above)	Website Parish noticeboards (3 days before any meeting)	Free
Minutes of meetings (as above) – n.b. this will exclude information that is properly regarded as private to the meeting.	Website Parish noticeboards (most recent)	Free
Reports presented to council meetings – n.b. this will exclude information that is properly regarded as private to the meeting.	Website	Free
Responses to planning applications	Website – in the minutes of the relevant meeting	Free
<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>		
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	Website	Free

<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</p> <p>Equality and diversity policy</p> <p>Health and safety policy</p> <p>Recruitment policies (including current vacancies)</p> <p>Policies and procedures for handling requests for information</p> <p>Complaints procedures (including those covering requests for information and operating the publication scheme)</p>	Website	Free
Information security policy	Website	Free
Records management policies (records retention, destruction and archive)	Website	Free
Data protection policies	Website	Free
Schedule of charges (for the publication of information)	Website (this document)	Free
<p>Class 6 – Lists and Registers</p>		
Currently maintained lists and registers only		
Any publicly available register or list	Contact Shropshire Council to view Electoral Register for Parish.	
Assets register	Website	Free
Register of members' interests	Website	Free

<p>Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)</p> <p>Current information only</p>		
Bus shelters	Website – See asset register	Free
Defibrillators	Website	Free

Contact details:

The Clerk
 Acton Burnell Frodesley Pitchford Ruckley & Langley Parish Council
 2 Frodesley House Farm Barns
 Frodesley
 Shrewsbury
 SY5 7HD

Email: clerk@actonburnellparishcouncil.org.uk

Telephone: 07842 324809