

## Information available from Church Pulverbatch Parish Council under the model publication scheme

Information to be published	How the information can be obtained	Cost
<b>Class1 - Who we are and what we do</b>		
Who's who on the Council and its Committees	Details available from the clerk or village website. <a href="http://www.pulverbatch.org.uk">www.pulverbatch.org.uk</a>	
Contact details for Parish Clerk and Council members	Cllr. W. H. Higgins. (Chairman) 01743 718328 Cllr. T. Perkins.(Vice Chairman) 01743 718765 Cllr. Mrs. C. Ashley. 01743 718590 Cllr. R. Clarkson. 01743 718465 Cllr. J. Conde. 01743 718623 Cllr. Mrs. J. Gallagher . Cllr. Mrs. P. Whitley. 01743 718203 Mrs. A. H. Morgan. Clerk. 01743 860812. Email; <a href="mailto:church.pulverbatch@hotmail.co.uk">church.pulverbatch@hotmail.co.uk</a>	
Location of main Council Office and accessibility details	N/A	
Staffing structure	N/A	
<b>Class 2 – What we spend and how we spend it</b>	Financial information can be obtained from the clerk or from the village website.	
Annual return form and report by auditor	Can be seen by appointment with the clerk.	
Finalised budget	Is recorded in the minutes	
Precept	Is recorded in the minutes	
Borrowing Approval letter	N/A	
Financial Standing Orders and Regulations	Is recorded in the AGM Minutes	
Grants given and received	Is recorded in the minutes	
List of current contracts awarded and value of contract	N/A	
Members' allowances and expenses	N/A	

<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)	The Parish Council aims to look after the interests of Church Pulverbatch Parish Council residents. They have six meetings per year which are open to the public. All relevant issues raised are discussed and extra meetings are arranged as required.	
Parish Plan	N/A	
Annual Report to Parish or Community Meeting	Copy of the signed previous minutes are available from the clerk by appointment, or an abridged version is displayed on the village website.	
Quality status	N/A	
Local charters drawn up in accordance with DCLG guidelines	N/A	
<b>Class 4 – How we make decisions</b>	Items listed on the agenda's are discussed by the Parish Councillors and voted on accordingly.	
Timetable of meetings	Bi-monthly	
Agendas of meetings (as above)		
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Copies can be obtained from the clerk by appointment or abridged versions are on the village website	
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	These are given as and when is necessary	
Responses to consultation papers	These are discussed and responded to as necessary	
Responses to planning applications	These are discussed and responded to as necessary	
Bye-laws	N/A	

<p><b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information only</p>	<p>These are all reviewed at the Annual General Meeting.</p>	
<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</p>	<p>Reviewed annually Reviewed annually Reviewed annually Reviewed annually Reviewed annually Reviewed annually</p>	
<p>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)</p>	<p>Reviewed annually  Reviewed annually Reviewed annually Reviewed annually Reviewed annually Reviewed annually</p>	
<p>Information security policy</p>	<p>Reviewed annually</p>	
<p>Records management policies (records retention, destruction and archive)</p>	<p>Reviewed annually</p>	
<p>Data protection policies</p>	<p>Reviewed annually</p>	
<p>Schedule of charges (for the publication of information)</p>	<p>Reviewed annually</p>	
<p><b>Class 6 – Lists and Registers</b>  Currently maintained lists and registers only</p>	<p>(hard copy or website; some information may only be available by inspection) N/A</p>	

Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	N/A	
Assets Register	N/A	
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	Available from the clerk by appointment	
Register of gifts and hospitality	Available from the clerk by appointment	
<b>Class 7 – The services we offer</b>		
Allotments	N/A	
Burial grounds and closed churchyards	Currently maintained by Shropshire Council	
Community centres and village halls	Trustees of the Village Hall.	
Parks, playing fields and recreational facilities	N/A	
Seating, litter bins, clocks, memorials and lighting	N/A	
Bus shelters	N/A	
Markets	N/A	
Public conveniences	N/A	
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	

**Contact details:**

Clerk.

**SCHEDULE OF CHARGES**

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

<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b>BASIS OF CHARGE</b>
<b>Disbursement cost</b>	Photocopying 10p per sheet (black & white)	Actual cost *
	Photocopying @ 20p 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)
<b>Other</b>		

\* the actual cost incurred by the public authority