

## Information available from Chelmarsh Parish Council Council under the model publication scheme

Information to be published	How the information can be obtained	Cost
<b>Class 1 - Who we are and what we do</b>		
Who's who on the Council and its Committees	Website Village Notice Boards at Chelmarsh Village Hall, Bakehouse Lane and Hampton Loade Council Minutes	Free Free Free
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website Village Notice Boards at Chelmarsh Village Hall, Bakehouse Lane and Hampton Loade	Free Free
Location of main Council office and accessibility details	Clerk is home based and may be contacted by email at <a href="mailto:clerk@chelmarshparishcouncil.gov.uk">clerk@chelmarshparishcouncil.gov.uk</a> Or by telephone 07810 521469	
<b>Class 2 – What we spend and how we spend it</b>		
Annual return form and report by auditor	Website Village Notice Boards at Chelmarsh Village Hall, Bakehouse Lane and Hampton Loade Hard copy – Contact Clerk	Free Free  Please see schedule of charges

<b>Information to be published</b>	<b>How the information can be obtained</b>	<b>Cost</b>
Finalised budget	Website Parish Council Minutes	Free Free
Precept	Website Parish Council Minutes	Free Free
Financial Standing Orders and Regulations	Website Hard copy – Contact Clerk	Free Please see schedule of charges
Grants given and received	Website Parish Council Minutes	Free Free
List of current contracts awarded and value of contract	Hard copy – Contact Clerk	Please see schedule of charges
Members' allowances and expenses	Hard copy – Contact Clerk	Please see schedule of charges
<b>Class 3 – What our priorities are and how we are doing</b>		
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Website Hard copy – Contact Clerk	Free Please see schedule of charges
<b>Class 4 – How we make decisions</b>		
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Website, Village Notice Boards at Chelmarsh Village Hall, Bakehouse Lane and Hampton Loade	Free Free
Agendas of meetings (as above)	Website, Village Notice Boards at Chelmarsh Village Hall, Bakehouse Lane and Hampton Loade	Free Free

<b>Information to be published</b>	<b>How the information can be obtained</b>	<b>Cost</b>
Minutes of meetings (as above) – NB this will exclude information that is properly regarded as private to the meeting.	Website, Hard Copy – contact Clerk	Free Please see schedule of charges
Reports presented to council meetings - NB this will exclude information that is properly regarded as private to the meeting.	Hard copy – contact Clerk	Please see schedule of charges
Responses to consultation papers	Hard copy – contact Clerk	Please see schedule of charges
Responses to planning applications	Parish Council Minutes on Website	Free
<b>Class 5 – Our policies and procedures</b>		
Policies and procedures for the conduct of council business: Standing Orders Financial Regulations Code of Conduct IT Policy	All available on website Hard copies – contact Clerk	Free Please see schedule of charges
Policies relating to staff recruitment and management	Website	Free
Risk Management Schedule	Website	Free
Records management policies (records retention, destruction and archive)	Website	Free
Data protection policies General Privacy Notice Data Protection Policy	Website	Free
Schedule of charges (for the publication of information)	This document	Free
<b>Class 6 – Lists and Registers</b>		
Declarations of Interests/dispensations	Shropshire Council Website Hard copy – contact Clerk	Free Please see schedule of charges

<b>Information to be published</b>	<b>How the information can be obtained</b>	<b>Cost</b>
Assets Register	Website Hard copy – contact Clerk	Free Please see schedule of charges
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)	Hard copy – contact Clerk	Please see schedule of charges
Register of members' interests	Held at Shropshire Council offices and available on Shropshire Council Website	
Register of gifts and hospitality	Hard copy – contact Clerk	Please see schedule of charges
<b>Class 7 – The services we offer</b>		
(Information about the services we offer, including fees, leaflets, guidance and newsletters produced for the public and businesses) Current information only		
Parks, playing fields and recreational facilities	Website Hard copy – contact Clerk	Free Please see schedule of charges
Seating, litter bins, clocks, memorials and lighting	Hard copy – contact Clerk	Please see schedule of charges
Bus shelters	Hard copy – contact Clerk	Please see schedule of charges
<b>Additional Information</b> Specific requests for information not covered by the above will be treated in accordance with the Freedom of Information Act		

**Contact details:**

07810 521469

[clerk@chelmarshparishcouncil.gov.uk](mailto:clerk@chelmarshparishcouncil.gov.uk)

## Schedule of Charges

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

DESCRIPTION	BASIS OF CHARGE
Photocopies / printing <b>Black and White</b> 25p per A4 sheet 35p per A3 sheet 30p per <b>Colour</b> 75p per A4 sheet 95p per A3 sheet	Actual cost of charges for copying at Shropshire Libraries
Postage – actual cost of Royal Mail second class service.	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
£25 administration fee.	Staffing costs.