

## Beguildy Community Council

### FREEDOM OF INFORMATION ACT

#### Information available under the model publication scheme

Information to be published	How the information can be obtained
<b>Class1 - Who we are and what we do</b> (Organisational information, structures and contacts)  This will be current information only	Hard Copy, by email, on LLINK Website
Who's who on the Council and its Committees	Hard Copy, by email, on LLINK Website
Contact details for Community Clerk and Council Members	Hard Copy and LLINK Website, Local Notice Boards

<p><b>Class 2 – What we spend and how we spend it</b>          (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)          Current and previous financial year only.</p>	<p>Hard Copy, by email, on LLINK website          As stated for each section.</p>
<p>Annual return form and report by external auditor</p>	<p>Hard Copy or by email</p>
<p>Annual Accounts</p>	<p>Hard Copy, by email or LLINK website</p>
<p>Precept</p>	<p>Hard Copy or by email</p>
<p>Borrowing Approval letter</p>	<p>N/A at present</p>
<p>Financial Standing Orders and Regulations</p>	<p>Hard Copy, by email or LLINK website</p>
<p>Grants given and received</p>	<p>Hard Copy or by email</p>
<p>List of current contracts awarded and value of contract</p>	<p>N/A at present</p>
<p>Members' allowances and expenses</p>	<p>N/A at present</p>
<p><b>Class 3 – What our priorities are and how we are doing</b>          (Strategies and plans, performance indicators, audits, inspections and reviews)</p>	
<p>Annual Report of Chairman (current and previous year as a minimum)</p>	

	Hard Copy or by email
Quality status	N/A in Wales
<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions)  Current and previous council year as a minimum	
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Hard Copy, by email or LLINK website
Agendas of meetings (as above)	Hard Copy, by email or LLINK website
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Hard Copy, by email or LLINK website
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Hard Copy or by email
Responses to consultation papers	Hard Copy, by email
Responses to planning applications	Hard Copy or by email
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>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>	<p>Hard Copy, by email</p>
<p>Policies and procedures for the provision of services and about the employment of staff:</p> <p>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>Hard Copy, by email                  N/A</p>
<p>Records management policies (records retention, destruction and archive)</p>	<p>N/A</p>
<p>Data protection policies</p>	<p>N/A</p>
<p>Schedule of charges (for the publication of information)</p>	<p>Hard Copy, email or LLINK website</p>

<p><b>Class 6 – Lists and Registers</b></p> <p>Currently maintained lists and registers only</p> <p>Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)</p> <p>Assets Register</p> <p>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)</p> <p>Declaration of Members' interests Book</p> <p>Register of gifts and hospitality</p>	<p>N/A</p> <p>None presently held</p> <p>N/A</p> <p>Inspection/Hard Copy</p> <p>Inspection/Hard Copy</p>
<p><b>Class 7 – The services we offer</b> (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)</p> <p>Current information only</p> <p>Allotments</p> <p>Burial grounds and closed churchyards</p> <p>Community centres and village halls</p> <p>Parks, playing fields and recreational facilities</p> <p>Seating, litter bins, clocks, memorials and lighting</p> <p>Bus shelters</p> <p>Markets</p> <p>Public conveniences</p> <p>A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)</p>	<p>N/A</p> <p>N/A</p> <p>N/A</p> <p>N/A</p> <p>N/A</p> <p>N/A</p> <p>N/A</p> <p>N/A</p> <p>N/A</p> <p>N/A</p>
<p><b>Additional Information</b></p>	<p>None</p>

**Contact details:**

**Mrs Tracey Price,  
Community Clerk  
Garn Farm  
Chapel Lawn  
Shropshire  
SY7 OBT**

**01547 528575**

**SCHEDULE OF CHARGES**

<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b>BASIS OF CHARGE</b>
<b>Disbursement cost</b>	Photocopying Colour	See below
	Photocopying Black and White	See below
	Postage	See below
	Clerks Time @£5 per half hour minimum	To include staff time, copying costs, postage.
<b>Statutory Fees</b>	None	In accordance with the relevant legislation (quote the actual statute)
<b>Other</b>	None	N/A