

Shirenewton Community Council

Information Available Under the FOI Model Publication Scheme

INFORMATION TO BE PUBLISHED	HOW THE INFORMATION CAN BE OBTAINED	COST
CLASS 1 -WHO WE ARE AND WHAT WE DO		
	Contact with Clerk and/or Councillors Website Community Noticeboards	
Who's who on the council Contact details for Clerk and Council members	Contact with Clerk and/or Councillors Website Community Noticeboards Parish Magazine	
Location of Clerk's Address Council office and accessibility – details	As above	
Staffing Structure	One part time Clerk	
CLASS 2 - WHAT WE SPEND AND HOW WE SPEND IT		
Current and previous financial year	Information from Clerk	
Annual return form and report by auditor	Copy from Clerk Website	
Finalised budget	Clerk Minutes of meeting	
Precept	Clerk Minutes of meeting	
Borrowing approval letter	N/A	
Financial Standing Orders and regulations	Copy from Clerk	
Grants given and received	Clerk Minutes of meeting	
List of current contracts awarded and value of contract	Clerk	
Members allowances and expenses	N/A	
Parish Plan Current and previous year as minimum	N/A	
Annual Report to Community Meeting (Current and previous year as minimum)	Clerk Website	
Quality Status	N/A	
Local Charters drawn up in accordance with DCLG guidelines	N/A	

CLASS 4 - HOW WE MAKE DECISIONS		
(Decision making processes and records of decisions)	Approved Minutes Website Extracts from minutes in monthly Parish Magazine	
Timetable of meetings	Community Noticeboards Website	
Agendas of meetings	Community Noticeboards Website	
Minutes of meetings (This will exclude information that is properly regarded as private to the meeting)	Copy from Clerk Website	
Reports presented to council meetings (This will exclude information that is properly regarded as private to the meeting)	Copy from Clerk	
Responses to consultation papers	Copy from Clerk Minutes	
Responses to planning applications	Copy from Clerk Minutes MCCs Planning Website	
Bye-laws	N/A	
CLASS 5 -OUR POLICIES AND PROCEDURES		
(Current written protocols, policies and procedures for delivering our services and responsibilities)	Available from Clerk Website	
Policies and procedures for the conduct of Council business: Procedural Standing Orders Committee and sub-committee terms of reference Delegated authority in respect of others Code of conduct Policy statements	Copy from Clerk N/A N/A Clerk Clerk/website	
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	N/A N/A N/A (under 5 employees)	
Recruitment policies (including current vacancies) Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating this publication scheme)	As Mon CC Clerk Clerk	
Information security policy	Dont hold info — only electoral register	
Records management policies (records retention, destruction and Archive)	Archives held at County Records Office	

Data protection policies	We operate policy in accordance with Data Protection Act 1998	
Schedule of charges (for publication of information)	N/A	
CLASS 6 — Lists and Registers		
Current maintained lists and registers only	Electoral register	
Assets register	Copy from Clerk	
Disclosure log (Indicating the information that has been provided to requests)	N/A	
Register of Member's interests	Available from the Clerk Website	
Register of gifts and hospitality	N/A	
CLASS 7 - THE SERVICES WE OFFER		
Allotments	N/A	
Burial grounds and closed churchyards	Friends Burial Ground — the Clerk	
Community centres and village halls	Chair, Shirenewton Recreation Association or the Clerk	
Parks, playing fields and recreational facilities	Chair, Shirenewton Recreation Association or the Clerk	
Seating, litter bins, clocks, memorials and lighting	The Clerk	
Bus shelters	The Clerk	
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 — eg. burial fees	N/A	
ADDITIONAL INFORMATION		
	N/A	