Information available from Pontesbury Parish Council under the Freedom of Information Model Publication Scheme

Under the Freedom of Information Act it is the duty of every public authority to adopt and maintain a publication scheme. Pontesbury Parish Council resolved to adopt the Information Commissioner's Office Model Publication Scheme and it is reviewed every 12 months.

The following guide is the current list of information under the scheme. Questions relating to the publication scheme should be directed to the Parish Clerk.

Information not published under this scheme can be requested in writing, when its provision will be considered in accordance with the provisions of the Freedom of Information Act.

Contact Details: Debbie Marais, Parish Clerk, 8 Holbache Rd, Oswestry, SY11 1RP, Tel: 01691 661157, clerk@pontesbury-pc.gov.uk

Information to be published	How the information can be obtained	Cost
CLASS 1 Who we are and what we do (organisational information, structures, locations and contacts)		
Who's who on the Council and it's committees	Website Hard Copy	Free
Contact details for Parish Council staff and council members (named contacts where possible with telephone number and email address)	Website – phone numbers Newsletter Hard Copy	Free Free
Location of Council buildings and accessibility details	Website Hard Copy	
Staffing Structure	Website	
CLASS 2 What we spend and how we spend it (financial information relating to projected and actual income and expenditure, procurement contracts and financial audit)		
Annual return form and report by Internal and External Auditors	Website Hard Copy	Free
Finalised budget	Website Hard Copy	Free
Precept	Website Hard Copy	Free
Borrowing Approval Letter	n/a	

Information available from Pontesbury Parish Council under the Freedom of Information Model Publication Scheme

Standing Orders and Financial Regulations	Website Hard Copy	Free
Grants given and received	Website Hard Copy	Free
List of current contracts awarded and value of contract	Hard Copy	Free
CLASS 3 What our priorities are and how we are doing (strategies and plans, performance indicators, audits, inspections and reviews)		
Parish Plan	Hard Copy	Free
Neighbourhood Plan	Hard Copy kept at Pavilion Neighbourhood Plan/Parish Council Website	 Free
Strategic Plan	Website Hard Copy	 Free Free
Annual Report	Website Hard Copy	
Quality Status/Local Council Award	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)		
Agenda/Timetables of meetings (full council and any committee/sub-committee meetings and parish meeting)	Website Hard Copy Agenda Notice on Noticeboards	Free
Minutes of meetings (as above) NB. This will exclude information that is provided as Confidential to the meeting	Website Hard Copy	Free
Reports presented to council meetings NB. This will exclude information that is provided as Confidential to the meeting	Hard Copy	Free
Responses to consultation papers (contained in minutes of meetings)	Website Hard Copy	Free
Responses to planning applications (contained in planning committee minutes)	Website Hard Copy	Free 10p/sheet

Information available from Pontesbury Parish Council under the Freedom of Information Model Publication Scheme

CLASS 5. Our policies and procedures (current written protocols, policies and procedures for delivering our services and responsibilities)		
Policies and procedures for the conduct of council business: Procedural Standing Orders Financial Regulations Committee and sub-committee terms of reference Code of Conduct	All on Website Available in Hard Copy	 Free Free
Internal policies relating to delivery of services: Equality and diversity policy Health & Safety policy Risk Assessments Recruitment polices including current vacancies Press and Media policy	 Hard Copy Website Website Website Hard Copy	 Free
Complaints policy	Website Hard Copy	Free
Information Technology Policy	Website Hard Copy	Free
General Privacy Notice	Website Hard Copy	Free
Data Protection Policy	Website Hard Copy	Free
Data Breach Policy	Website Hard Copy	Free
Subject Access Policy	Website Hard Copy	Free
Privacy Impact Assessment – Code of Practice	Website Hard Copy	Free
Records Management Policy (records, retention, destruction and archive)	Hard Copy	
CLASS 6. Lists and Register currently maintained		

Information available from Pontesbury Parish Council under the Freedom of Information Model Publication Scheme

Assets Register	Website Hard Copy	Free
Disclosure Logs (relating to Freedom of Information requests and relating to Data Protection Subject Access Requests or Data Breach)	Hard Copy	
Register of members interests	Shropshire Council website	Free
Register of gifts and hospitality	Hard Copy	
CLASS 7. The services we offer **Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses**		
Public Conveniences	Inspection	Free (by appointment)
Parks, playing fields and recreational facilities	Inspection	Free (by appointment)
Bus shelters	Inspection	Free (by appointment)
Streetlighting	Inspection	
Seating, litter bins, memorials and lighting	Inspection	Free (by appointment)
Noticeboards in Pontesbury, Asterley, Cruckton, Plealey, Pound Lane, Lea Cross, Habberley		
Community Centres/village halls	Pavilion website Hard copy	Free
A summary of services for which the council is entitled to recover a fee, together with those fees Room hire at Pavilion community building Newsletter subscriptions	Hard copy Pavilion website	Free

Adopted: 11 October 2021

Reviewed 9 November 2026 Next review date: October 2027