

ST MARTINS PARISH COUNCIL

Information **available** under the Freedom of Information Model Publication Scheme

Class 1: Who we are and what we do (organisational information, structures, locations and contacts)

Information to be published	Available on website (free)	Available in Newsletter	Available on Noticeboards	Available in Hardcopy	Hardcopy cost
Who's who on the Council and its committees	YES	No	No	YES	10p/sheet
Contact details for Parish Clerk and Council Members (named contacts where possible with telephone number and email addresses)	YES	YES	YES	YES	10p/sheet

Class 2: What we spend and how we spend it.

Information to be published	Available on website (free)	Available in Newsletter	Available on Noticeboards	Available in Hardcopy	Hardcopy cost
Annual return form and report by auditor	YES	No	No	YES	10p/sheet
Finalised budget	YES	No	No	YES	10p/sheet
Precept	YES	No	No	YES	10p/sheet
Borrowing approval letter	n/a	n/a	n/a	n/a	n/a
Financial Regulations	YES	No	No	YES	10p/sheet
Grants given and received	YES	No	No	YES	10p/sheet
List of current contracts awarded and value of contract	No	No	No	YES	10p/sheet
Members allowances and expenses	No	No	No	YES	10p/sheet

Class 3: What our priorities are and how we are doing.

Information to be published	Available on website (free)	Available in Newsletter	Available on Noticeboards	Available in Hardcopy	Hardcopy cost
Parish Plan	YES	No	No	YES	Free
Annual report to Parish and Community Meeting (current and previous year as a minimum)	YES	No	No	YES	Free
Quality Status / Local Council Award	n/a	n/a	n/a	n/a	n/a
Local Charters drawn up in accordance with DCLG guidelines	n/a	n/a	n/a	n/a	n/a

Class 4: How we make decisions (decision making processes and records of decisions)

Information to be published	Available on website (free)	Available in Newsletter	Available on Noticeboards	Available in Hardcopy	Hardcopy cost
Timetable of meetings (Council, committee, subcommittee meetings and parish meeting)	YES	YES	No	YES	10p/sheet
Agendas of meetings (as above)	YES	No	YES	YES	10p/sheet
Minutes of meetings (as above). NB This will exclude information that is properly provided as private to the meeting	YES	No	No	YES	10p/sheet
Reports presented to council meetings. NB this will exclude information that is properly provided as private to the meeting.	No	No	No	YES	10p/sheet
Responses to consultation papers	No	No	No	YES	10p/sheet
Responses to planning applications	No	No	No	YES	10p/sheet
Bylaws	n/a	n/a	n/a	n/a	n/a

Class 5: Our policies and procedures (current written protocols, policies and procedures for delivering our services and responsibilities).

Information to be published	Available on website (free)	Available in Newsletter	Available on Noticeboards	Available in Hardcopy	Hardcopy cost
Policies and procedures for the conduct of Council business	YES	No	No	YES	10p/sheet
Procedural Standing Orders	YES	No	No	YES	10p/sheet
Committee and Sub-committee terms of reference	YES	No	No	YES	10p/sheet
Delegated authority in respect of officers	No	No	No	YES	10p/sheet
Code of Conduct	YES	No	No	YES	10p/sheet
Policy Statements	No	No	No	YES	10p/sheet

Class 6: Lists and Registers (currently maintained lists and registers only)

Information to be published	Available on website (free)	Available in Newsletter	Available on Noticeboards	Available in Hardcopy	Hardcopy cost
Assets register	YES	No	No	YES	10p/sheet
Register of members' interests	YES	No	No	YES	10p/sheet

Class 7: The services we offer. Information about the services we offer, including leaflets, guidance and newsletter produced for the public and businesses.

Information to be published	Available on website (free)	Available in Newsletter	Available on Noticeboards	Available in Hardcopy	Hardcopy cost
Allotments	No	No	No	Inspection only	n/a
Parks, playing fields and recreational facilities	No	No	No	Inspection by appointment	n/a
Seating, litter bins, clocks, memorials and lighting	No	No	No	Inspection by appointment	n/a
Bus Shelters	No	No	No	Inspection by appointment	n/a

Contact Details:

Edward Davies, Parish Clerk & RFO. 9 Burnham Avenue, Belvidere Paddocks, Shrewsbury, Shropshire. SY2 5LL. Tel: 01743 366420. Email: clerk@stmartinsparishcouncil.gov.uk

Schedule of Charges

Information can be inspected, by appointment free of charge.

Type of charge	Description	Basis of charge
Disbursement cost	Photocopying @ 10p per sheet black and white Photocopying @25p per sheet colour	Actual cost
Postage	Postage	Actual cost 2 nd class

ADOPTED: July 2025 NEXT REVIEW: July 2026