

Albrighton Parish Council

Information available under the Model Publication Scheme

Information to be published	How it can be obtained
Class 1 – Who we are and what we do Current information only	Hard copy Website
Members of the Council and Committees and Sub-Committees	Notice Board Website Hard copy
Contact details for Clerk and Council members	Notice board Hard copy Website
Location of Council office and accessibility details	Website Noticeboard
Class 2 – Finance (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit) current and previous years	Hard copy Website
Annual return form and Auditor's report	Hard copy Website
Finalised budget	Hard copy Website
Precept	Website Hard copy
Grants given and received	Website in Annual Accounts Hard copy
List of current contracts awarded and value of contract	Hard copy
Class 3 – Our Priorities and How we are doing (Strategies, plans, performance indicators, audits, inspections, reviews)	Action plan on the website or hard copy
Annual report	Website Hard copy
Class 4 – How we make decisions (Decision making process and records of decisions current and previous year)	Hard copy Website
Timetable of meetings	Website Notice board Hard copy
Agenda for Forthcoming Meeting	Notice boards Website Hard copy
Responses to Consultation Papers	Website in minutes Hard copy
Responses to Planning Applications	Website in Minutes

	Shropshire County Council website or Planning office
Class 5 – Policies and Procedures (Current written protocols, policies and procedures for delivering services and responsibilities) Current information only	All Resolved Policies on website Hard copy
Policies and procedures for the conduct of the Council business: Procedural Standing Orders Delegated authority in respect of officers Code of Conduct	Hard copy Website
Class 6 – Lists and Registers Currently maintained lists and registers only	Hard copy Website
Any publicly available register or list	Website Hard copy
Assets register	Website Hard copy
Register of Members' interest	Website 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)	Hard copy Website Some information may only be available by inspection
Allotments	Website Hard copy
Seating, litter bins, clocks, memorials and lighting	Hard copy Website
Bus shelters	Website
Services for which the council is entitled to cover a fee, together with those fees (eg burial fees)	Hard copy

Contact: The Clerk, Albrighton Parish Council, Station Road, Albrighton, Shropshire, WV7 3QH, tel 01902 375455, email albrightonpc@gmail.com Website: www.albrightonparishcouncil.gov.uk

Schedule of Charges:

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
None	Website	Free of charge
Disbursement charge	Hard copy	10p per sheet black and white 20p per sheet colour
Postage	Distribution of material	Current postage rate of Royal Mail second class Any special delivery etc, charged at Royal Mail rate

Clerk's time	Will be charged if deemed an excessive amount of time is needed to fulfil request outside normal office hours	£20.00 per hour
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