

SHREWLEY PARISH COUNCIL

Freedom of Information Act – Publication Scheme

The Information below outlines what is available from Shrewley Parish Council, in what format and the appropriate costs applicable in order to obtain the information.

The costs to residents are outlined below:

- (a) accessing information on our websiteno charge
- (b) requesting information which is readily available to be sent via email.....no charge
- (c) providing paper copy of information*
 - * Copying costs :
 - Copying costs are 10p per black and white side
 - Copying costs are 50p per colour side

Packing and postage costs re-charged at cost <http://www.postal-rates.co.uk/>

CATEGORIES OF INFORMATION AVAILABLE:

Class 1 – Who we are and what we do	Notice Board	Website	Email	Paper
Who's on the Council	Yes	Yes	Yes	Yes
Contact details for Parish Clerk and Council members	Yes	Yes	Yes	Yes
Location of Council office and accessibility details	Yes	Yes	Yes	Yes

Class 2 – What we spend and how we spend it	Notice Board	Website	Email	Paper
Annual return form and report by auditor			Yes	Yes
Finalised budget/precept			Yes	Yes
Members' allowances and expenses			Yes	Yes

Class 3 – What our priorities are and how we are doing	Notice Board	Website	Email	Paper
Annual Report to Parish Meeting		In Minutes	Yes	Yes

Class 4 – How we make decisions	Notice Board	Website	Email	Paper
Timetable of meetings	Yes	Yes	Yes	Yes
Agendas of meetings	Yes	Yes	Yes	Yes
Minutes of meetings		Yes	Yes	Yes
Reports presented to Council meetings		In Minutes	Yes	Yes
Responses to consultation papers		In Minutes	Yes	Yes
Responses to planning applications		In Minutes	Yes	Yes

Class 5 – Our policies and procedures	Notice Board	Website	Email	Paper
Procedural standing orders			Yes	Yes
Code of Conduct			Yes	Yes

Class 6 – Lists and Registers	Notice Board	Website	Email	Paper
Register of members' interests		Yes	Yes	Yes

Class 7 – The services we offer	Notice Board	Website	Email	Paper
Salt bins/Benches/Notice boards/Bus shelter/Mower			Yes	Yes

Contact Details:

E Choudry
Parish Clerk
Crossways
Shrewley Common
Nr Warwick CV35 7AU
Tel 07785 327513
Email shrewleyparish@aol.com

Telephone contact at all reasonable times
Meetings arranged by prior telephone appointment

Full details of this scheme can be found on the Information Commissioner's Office (ICO) website at www.ico.gov.uk under the Freedom of Information section)