



## Information available from Ruyton XI Towns Parish Council under the model publication scheme

### What is a publication scheme and why has it been developed?

One of the aims of the Freedom of Information Act 2000 is that public authorities should make information available to the public. To do this we must produce a publication scheme setting out:

- The classes of information which we will publish or intend to publish.
- How it will be published.
- Whether the material is intended to be made available free of charge or for a fee

Questions regarding the Publication Scheme should be directed to the clerk (see end of document for contact details). Information not published under this scheme can be requested in writing, and such requests will be considered in accordance with the Freedom of Information Act 2000.

### Class1- Who we are and what we do

(Organisational information, structures, locations and contacts)

<b>Information to be published</b>	<b>How the information can be obtained</b>	<b>Hardcopy costs</b>
Who's who on the Council and its Committees	Hard copy or website (free of charge)	20p per sheet + postage
Contact details for Parish Clerk and Council members	Hard copy or website (free of charge)	20p per sheet + postage
Location of main Council office and accessibility details	Hard copy or website (free of charge)	20p per sheet + postage

Adopted 2017, Revised June 2020.

Reviewed June 2021, July 2022, June 2023, September 2024

Next Review: September 2025

## 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)

<b>Information to be published</b>	<b>How the information can be obtained</b>	<b>Hardcopy costs</b>
Annual return form and report by auditor	Hard copy or website (free of charge)	20p per sheet + postage
Finalised budget	Hard copy or website (free of charge)	20p per sheet + postage
Precept	Hard copy or website (free of charge)	20p per sheet + postage
Financial Standing Orders and Regulations	Hard copy or website (free of charge)	20p per sheet + postage
Payment details	Included in minutes. Hard copy or website (free of charge)	20p per sheet + postage
Further detailed relating to financial accounts	Inspection by appointment with clerk only	Copying at the discretion of the clerk. 20p per sheet + postage.
Grants given and received	Hard copy or website (free of charge)	20p per sheet + postage
List of current contracts awarded and value of contract	Hard copy or website (free of charge)	20p per sheet + postage
Members' allowances and expenses	Hard copy or website (free of charge)	20p per sheet + postage

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### Class 3 – What our priorities are and how we are doing

(Strategies and plans, performance indicators, audits, inspections and reviews)

<b>Information to be published</b>	<b>How the information can be obtained</b>	<b>Hardcopy costs</b>
Parish Plan	Hard copy or website (free of charge)	20p per sheet + postage
Annual Report to Parish Meeting	Hard copy or website (free of charge)	20p per sheet + postage
Quality status	Hard copy or website (free of charge)	20p per sheet + postage

### Class 4 – How we make decisions

(Decision making processes and records of decisions)

<b>Information to be published</b>	<b>How the information can be obtained</b>	<b>Hardcopy costs</b>
Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	Hard copy or website (free of charge)	20p per sheet + postage
Agendas, minutes of meetings (as above), and reports presented to council meetings. N.B. This will exclude information that is properly regarded as private to the meeting.	Hard copy or website (free of charge). Agendas also on notice boards.	20p per sheet + postage
Responses to consultation papers and planning applications (as part of meeting minutes, or separate appendix)	Hard copy or website (free of charge)	20p per sheet + postage

### Class 5 – Our policies and procedures

(Current written protocols, policies, and procedures for delivering our services and responsibilities)

<b>Information to be published</b>	<b>How the information can be obtained</b>	<b>Hardcopy costs</b>
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Policies and procedures for the conduct of council business: Procedural standing orders Committee and sub-committee terms of reference Scheme of Delegation Code of Conduct Policy statements	Hard copy or website (free of charge)	20p per sheet + postage
Policies and procedures for the provision of services, employment, data protection and records management: Equality and diversity policy Health and safety policy Policies and procedures for handling requests for information Complaints procedures Records management policies (records retention, destruction and archive) Data protection policies Schedule of charges (for the publication of information)	Hard copy or website (free of charge)       See last page of this doc	20p per sheet + postage
Information security policy	Not currently held	

## Class 6 – Lists and Registers

(Currently maintained lists and registers only)

<b>Information to be published</b>	<b>How the information can be obtained</b>	<b>Hardcopy costs</b>
Electoral register	Inspection by appointment with clerk only	Information cannot be copied as classified
Assets register	Website (free of charge), or hardcopies available to inspect by appointment with clerk	20p per sheet + postage

Adopted 2017, Revised June 2020.

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Register of members' interests	Website (free of charge)	
Register of gifts and hospitality	Hard copy or website (free of charge)	20p per sheet + postage

## Class 7 – The services we offer

(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses. Some information may only be available by inspection)

Information to be published	How the information can be obtained	Hardcopy costs
Bus shelters, seating, public clock maintenance, memorials, notice boards, and lighting	See asset register and minutes. Hard copy or website (free of charge)	20p per sheet + postage
Parish Council E-newsletter	Hardcopy, or online (sign up for electronic copy)	20p per sheet + postage

## Additional Information

Information to be published	How the information can be obtained	Hardcopy costs
Parish maps	Inspection by appointment only	Copies available from Shropshire Council

## Contact details

**Clerk:** Miss Sarah Windridge

2 Bronte Drive, Newport, Shropshire. TF10 7FT

Email: [parishclerk@ruytonxitownsparishcouncil.org.uk](mailto:parishclerk@ruytonxitownsparishcouncil.org.uk)

Website: <http://www.ruytonxitownsparishcouncil.org.uk/>

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Please note the clerk works part-time. Where a request requires an excessive amount of the clerk's time in order to meet it, time spent will be incorporated into the cost of provision at a rate of £25.00 per hour, as this would involve work outside normal contracted hours.

## SCHEDULE OF CHARGES

This describes how the charges have been arrived at and should be published as part of the guide.

<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b>BASIS OF CHARGE</b>
<b>Disbursement cost</b>	Photocopying @ 20p per sheet (black & white)	Actual cost *
	Postage	Actual cost* of Royal Mail standard 2 <sup>nd</sup> class
<b>Freedom of Information Statutory Fee</b>	Costs incurred in compiling request £25/hr (if the request is likely to exceed the £450 limit)	See Freedom of Information Act 2000 s.9

\* The actual cost incurred by the public authority.