

# Shawbury Parish Council

## INFORMATION AVAILABLE UNDER THE PUBLICATION SCHEME

<b>Class 1 Who are we and what do we do</b> Organisational information, structures, locations and contacts		
<b>Information to be published</b>	<b>How it can be obtained</b>	<b>Cost</b>
Who's who on the Council and its committees	Website /Hard Copy	10p/sheet
Contact details for Parish Clerk and Council Members named contacts where possible with telephone number and email address	Website /Hard Copy	10p/sheet

<b>CLASS 2 - What we spend and how we spend it</b> (Financial information relating to projected and actual income and expenditure, procurement contracts and financial audit)		
<b>Information to be published</b>	<b>How it can be obtained</b>	<b>Cost</b>
Annual return form and report by auditor	Website /Hard Copy	10p/sheet
Finalised budget	Website /Hard Copy	10p/sheet
Precept	Website /Hard Copy	10p/sheet
Borrowing Approval Letter (if applicable)	Hard Copy	10p/sheet
Financial Standing Orders and Regulations	Hard Copy	10p/sheet
Grants given and received	Website/Hard Copy	10p/sheet
List of current contracts awarded & value of contract	Hard Copy	10p/sheet
Members' allowances and expenses	Hard Copy	10p/sheet

<b>CLASS 3 What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)		
<b>Information to be published</b>	<b>How it can be obtained</b>	<b>Cost</b>
Parish Plan (current and previous year as a minimum)	Website /Hard Copy	Individual copies free. Multiple requests 10p/sheet
Contact details for Parish Clerk and Council Members named contacts where possible with telephone number and email address	Website /Hard Copy	individual copies free. Multiple requests 10p/sheet
Quality Status	n/a	
Local Charters drawn up in accordance with DCLG guidelines	n/a	

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<b>CLASS 4 How we make decisions</b> (Decision making processes and records of decisions)		
<b>Information to be published</b>	<b>How it can be obtained</b>	<b>Cost</b>
Timetable of meetings (Council, any committee / sub committee meetings and parish meeting)	Website /Hard Copy	10p/sheet
Agendas of meetings (as above)	Website /Hard Copy	10p/sheet
Minutes of meetings (as above) - Note this will exclude information that is properly provided as private to the meeting	Website /Hard Copy	10p/sheet
Reports presented to Council meetings - Note this will exclude information that is properly provided as private to the meeting	Website /Hard Copy	10p/sheet
Responses to consultation papers	Hard Copy	10p/sheet
Responses to planning applications	Website /Hard Copy	10p/sheet
Bylaws	n/a	

<b>Class 5 - Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities)		
<b>Information to be published</b>	<b>How it can be obtained</b>	<b>Cost</b>
Policies and procedures for the conduct of Council business	Hard Copy	10p/sheet
Procedural standing orders	Hard Copy	10p/sheet
Committee and sub-committee terms of reference	Hard Copy	10p/sheet
Delegated authority in respect of officers	Hard Copy	10p/sheet
Codes of Conduct	Hard Copy	10p/sheet
Policy Statements	Hard Copy	10p/sheet
Policies and Procedures for the provision of services and about employment of staff	Hard Copy	10p/sheet
Internal policies relating to the delivery of services	Hard Copy	10p/sheet
Equality and Diversity Policy	Hard Copy	10p/sheet
Health and Safety Policy	Hard Copy	10p/sheet
Recruitment Polices including current vacancies	Hard Copy	10p/sheet
Policies/procedures for handling information requests	Hard Copy	10p/sheet
Complaints procedures (including those covering requests for information and operating the publication scheme)	Hard Copy	10p/sheet
Information security policy	Hard Copy	10p/sheet
Records management policy (records retention, destruction and archive)	Hard Copy	10p/sheet
Data Protection policies	Hard Copy	10p/sheet
Schedule of charges (for the publication of information)	Hard Copy	10p/sheet

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<b>CLASS 6 Lists and Registers</b> Currently maintained lists and registers only		
<b>Information to be published</b>	<b>How it can be obtained</b>	<b>Cost</b>
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing provisions will suffice)	Hard Copy	10p/sheet
Assets register	Website /Hard Copy	10p/sheet
Disclosure Log (indicating the information that has been provided in response to requests recommended as good practice but may not be held by parish councils)	Hard Copy	10p/sheet
Register of members' interests	Hard Copy	10p/sheet
Register of gifts and hospitality	Hard Copy	10p/sheet

<b>Class 7 - The services we offer</b> Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses (current information only)		
<b>Information to be published</b>	<b>How it can be obtained</b>	<b>Cost</b>
Allotments	Hard Copy	10p/sheet
Burial grounds and closed churchyards	Website/Hard Copy	10p/sheet
Community centres and village halls	n/a	n/a
Parks, playing fields and recreational facilities	Website/Hard Copy	10p/sheet
Seating, litter bins, clocks, memorials and lighting	Website/Hard Copy	10p/sheet
Bus shelters	Website/Hard Copy	10p/sheet
Markets	n/a	n/a
Public conveniences	n/a	n/a
Agency agreements	n/a	n/a
A summary of services for which the Council is entitled to recover a fee, together with those fees (e.g. burial fees)	Website/Hard Copy	10p/sheet

Contact Details. To obtain hard copies please contact the Parish Clerk at: Westmead, Tilley Road, Wem, SY4 5HA [clerk@Shawbury-pc.gov.uk](mailto:clerk@Shawbury-pc.gov.uk)

Information available on the Council's website can be viewed at: [www.shawbury-pc.gov.uk](http://www.shawbury-pc.gov.uk)

Information can also be inspected by appointment. Such inspection is free of charge unless any fees or undue expenditure are incurred by the Council, which will be charged at cost.

Adopted	February 2026
Review Frequency	Four-Yearly at Annual PC Meeting
Next Review due	May 2030