

## Information available from St Georges & Priorslee Parish Council under the model publication scheme.

- The parish council publishes much of its information on its website and has 9 noticeboards across the parish.
- The parish council publishes and distributes a parish newsletter 3 times a year with up to date news and information.
- The parish council main noticeboards is directly outside the main gate to the entrance of the parish centre, Grove Street, St Georges.
- The parish council has its own website [www.stgeorgesandpriorsleepc.gov.uk](http://www.stgeorgesandpriorsleepc.gov.uk) which contains the latest and archived information.
- Hard copies of documents will generally be made available for viewing by making an appointment at the Parish Centre.

Information to be published	How the information can be obtained	Cost
<b>sClass1 - Who we are and what we do</b>		
Who's who on the Council and its Committees	Website & minutes	Nil
Contact details for Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website, Noticeboards Telford & Wrekin Website Business directory (BT), Newsletter	Nil
Location of main Council office and accessibility details	Website, Noticeboards Newsletter	Nil
Staffing structure	Hard copy	See charges
<b>Class 2 – What we spend and how we spend it</b>		
Annual return form and report by auditor	Website, Hardcopy, by Inspections, Council minutes, Noticeboards	See charges
Finalised budget	Website, by inspection, Council minutes	Nil

Precept	Council minutes, website	Nil
Financial Standing Orders and Regulations	Website, by Inspection	See charges
Grants given and received	Council minutes	Nil
Members' allowances and expenses	Council minutes	Nil
<b>Class 3 – What our priorities are and how we are doing</b>		
Parish Plan	Website, Council minutes	Nil
<b>Class 4 – How we make decisions</b>		
Timetable of meetings (Council, any committee/sub-committee meetings and community meetings)	Website, Noticeboards, Newsletter	Nil
Agendas of meetings (as above)	Website, Noticeboards	Nil
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Website, hard copy available on request	See charges
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Hard copy, by Inspection	See charges
Responses to consultation papers	Hard copy available on request	See charges
Responses to planning applications	Council minutes, Telford & Wrekin council planning portal	Nil
<b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only	Website	
Policies and procedures for the conduct of council business:  Procedural standing orders Committee and sub-committee terms of reference	Website, Hard copy	See charges

Delegated authority in respect of officers Code of Conduct Policy statements		
Policies and procedures for the provision of services and about the employment of staff:  Internal policies relating to the delivery of services Equality and diversity policy Health and safety policy Recruitment policies (including current vacancies) Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme)	Hard copy	See charges
Information security policy	Hard copy	See charges
Records management policies (records retention, destruction and archive)	Hard copy	See charges
Data protection policies	Website, hard copy	See charges
Schedule of charges (for the publication of information)	Website	Nil
<b>Class 6 – Lists and Registers</b>  Currently maintained lists and registers only	(hard copy or website; some information may only be available by inspection)	
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	Hard copy	See charges
Assets Register	Hard copy	See charges
Register of members' interests	Telford & Wrekin Website	Nil

	Business directory (BT)	
Register of gifts and hospitality	Hard copy by inspection	See charges
<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)	(hard copy or website; some information may only be available by inspection)	
Parish centre	Website, newsletter	Nil
Seating, litter bins, clocks, memorials and lighting	Website	Nil
Bus shelters	Website	Nil
Parish Newsletter	Hard copy	See charges
Specific requests for information not covered by the above will be treated within accordance of the Freedom of Information Legislation		
Original versions of the parish council minutes are held at the parish centre and can be viewed on request. Copies of the council minutes are also available on the councils website		

**Contact details:**

Mrs K Southgate Parish Clerk Parish Centre Grove Street, St Georges Telford TF3 4LJ	email: clerk:stgeorgesandpriorslee-pc.gov.uk  Tele: 01952567700
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**SCHEDULE OF CHARGES**

The table below describes how the charges have been arrived at:

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
<b>Disbursement cost</b>	Photocopying @ 10p per sheet (black & white)	Actual*
	Photocopying @ 30p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail

		standard 2 <sup>nd</sup> class
<b>Statutory Fee</b>		In accordance with the relevant legislation (quote the actual statute)

\* the actual cost incurred by the public authority