



Wem Rural Parish Council

Publication Scheme

Under the Freedom of Information Act it is the duty of every public authority to adopt and maintain a publication scheme. Wem Rural Parish Council resolved to adopt the Information of Commissioner's Office Model Publication Scheme (v1.1 September 2013) at its meeting on 6 January 2015.

The following guide is the current list of information under the Scheme. The guide is reviewed every 12 months during January.

Questions regarding the Publication Scheme should be directed to the Clerk.

Information that is not published under this Scheme can be requested in writing, when its provision will be considered in accordance with the provisions of the Freedom of Information Act.

Contact details:

**The Clerk – Carole Warner
Orchard Cottage, Rowe Lane, Welshampton SY12 0QB
Tel: 01948 710672 or email: clerk@wemrural-pc.gov.uk
www.wemrural-pc.gov.uk**

Information available under the model publication scheme

Information to be published	How the information can be obtained	Cost
Class1 - Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only	Website: www.wemrural-pc.gov.uk	
Who's who on the Council and its Committees	Website Hard copy – contact Clerk	Free
Contact details for Parish Clerk and Council members	Website Hard copy – contact Clerk	Free
Location of main Council office and accessibility details	Website Hard copy – contact Clerk	Free
Staffing Structure	Website	
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) Current and previous financial year		
Annual return form and report by auditor	Website Hard copy – contact Clerk	Free
Finalised budget	Website Hard copy – contact Clerk	Free

Precept	Website Hard copy – contact Clerk	Free
Financial Regulations	Website Hard copy – contact Clerk	Free
Grants given and received	Website Hard copy – contact Clerk	Free
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews) Current and previous year		
Annual Report to Parish Meeting	Website Hard copy – contact Clerk	Free
Community Plan	Website	
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year		
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Website Hard copy – contact Clerk	Free
Agendas of meetings (as above)	Hard copy – contact Clerk	Free
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Website Hard copy – contact Clerk	Free
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Hard copy – contact Clerk	Free plus postage

Responses to consultation papers (as part of minutes of meeting)	Website Hard copy – contact Clerk	Free
Responses to planning applications (as part of minutes of meeting)	Website Hard copy – contact Clerk	Free
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only		
Policies and procedures for the conduct of council business: Procedural standing orders Code of Conduct Employment Committee terms of reference Gifts and Hospitality Policy Planning Policy Confirming Local Connection Community Engagement Policy	Website Hard copy – contact Clerk	Free
Procedures for handling requests for administration, procedures and the supply of information Complaints Procedure Record Management Policy Information Request Policy Media Policy Social Media Policy Scheme of Delegation	Website Hard copy – contact Clerk	Free

Class 6 – Lists and Registers Currently maintained lists and registers only		
Asset Register	Website Hard copy – contact Clerk	Free
Register of members’ interests	Website Hard copy – contact Shropshire Council	
Register of Gifts and Hospitality	Website Hard copy – contact Clerk	Free
FOI Disclosure Log	Website	
Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only		
Newsletter – Rural Review	Website Hard copy – contact Clerk	Free