

FREEDOM OF INFORMATION PUBLICATION SCHEME FOR  
HADNALL PARISH COUNCIL

**1. GENERAL INFORMATION**

Authority: SHROPSHIRE COUNCIL

Parish Council: HADNALL PARISH COUNCIL  
c/o IVY HOUSE FARM,  
WESTON UNDER REDCASTLE  
SHREWSBURY  
SHROPSHIRE  
SY4 5XA

Tel: 01939 200637

Responsible Officer: Jane Whittaker, Clerk.

Maintaining Officer: Jane Whittaker, Clerk.

<b>2. INFORMATION TO BE PUBLISHED</b>	<b>3. METHOD OF PUBLICATION</b> <i>By Clerk by appointment</i>
COUNCIL PRACTICE AND PROCEDURES	
Council Agendas and Minutes	Agendas are posted on Notice Boards. Agendas are posted on the Council's website( <a href="http://www.hadnall.org.uk">www.hadnall.org.uk</a> ) Copies can also be inspected at the Clerk's home(by appointment)
Committee Agendas and Minutes: Eg Administration Committee Recreation Committee Policy Committee Traffic Advisory Committee	Agendas are posted on Notice Boards. Agendas are posted on Council's website( <a href="http://www.hadnall.org.uk">www.hadnall.org.uk</a> ). Copies can be inspected at Ivy House Farm, Weston under Redcastle, Shrewsbury, Shropshire by appointment with the Clerk.
Acceptance of Office Councillors Code of Conduct Registration of Councillors Interests And Report to Annual Parish Meeting.	These can be inspected at Ivy House Farm, Weston under Redcastle, Shrewsbury, Shropshire by appointment with the Clerk.

<b>FINANCIAL</b>	
The annual precept figure	Annual statements to External & Internal Auditor and Parish Council meeting Minutes
Annual Budgets in summary form	Published in the Annual Statements to External & Internal Auditor and Parish Council Meeting Minutes
Expenditure against Budget in summary form	Published in Annual Statements and Parish Council Meeting Minutes
Payments made to suppliers	Published in Annual Statements and Parish Council Meeting Minutes
Annual Accounts and supporting information	Can be inspected at Ivy House Farm, Weston under Redcastle, Shrewsbury, Shropshire by appointment with the Clerk.
Financial Regulations	Can by inspected at Ivy House Farm, Weston under Redcastle, Shrewsbury, Shropshire by appointment with the clerk.
Risk Assessment	Can by inspected at Ivy House Farm, Weston under Redcastle, Shrewsbury, Shropshire by appointment with the clerk.
VAT Return	Can be inspected at Ivy House Farm, Weston under Redcastle, Shrewsbury, Shropshire by appointment with the Clerk.

**PLANNING**

**Summary list of planning applications:** On Shropshire Council Website public access module.

Planning continued:

**The adopted and draft local Plan** can be viewed at Ivy House Farm, Weston under Redcastle, Shrewsbury, Shropshire by appointment with the Clerk.

#### **HEALTH AND SAFETY**

**Health and Safety Policy:** can be viewed at Ivy House Farm, Weston under Redcastle, Shrewsbury, Shropshire by appointment with the Clerk.

#### **ARCHIVE MATERIAL**

**Byelaws & Minute Books:** Can be viewed at Ivy House Farm, Weston under Redcastle, Shrewsbury, Shropshire by appointment with the Clerk. Older materials are held by Shropshire Archive.

#### **PERIODIC ELECTORAL REVIEW:**

**Documents of last Electoral review and Documents on last Boundary change:** Can be inspected at Ivy House Farm, Weston under Redcastle, Shrewsbury, Shropshire by appointment with the Clerk.

#### **EMPLOYMENT:**

**Terms and Conditions of employment and Job Descriptions:** Can be viewed at Ivy House Farm, Weston under Redcastle, Shrewsbury, Shropshire by appointment with the Clerk.

#### **EXEMPT MATERIAL:**

Personal information relating to Councillors. Personal information relating to employees.

Quotations from contractors and suppliers. Can be viewed at Ivy House Farm, Weston under Redcastle, Shrewsbury, Shropshire by appointment with the Clerk.

Please note: Data Protection Legislation prohibits the publication of certain categories of information.

#### **4. CHARGING POLICY:**

Information can be inspected by appointment at Ivy House Farm, Weston under Redcastle, Shrewsbury, Shropshire. SY4 5XA Tel : 01939 200637 by appointment with the Clerk. Free of Charge.

Information that can be photocopied without breaching copyright laws can be copied on the Council's photocopier at the cost of 10p per A4 sheet.

**5. REVIEW OF POLICY:**

This policy was approved by Hadnall Parish Council at its meeting on ..... and will be reviewed.

*Note: Under data protection legislation, the Council is required regularly to review the information that it keeps and to destroy that which does not form part of its official records. Residents wishing to inspect information are therefore, requested to telephone 01939 200637 to ensure that the information is available.*