

Much Wenlock Town Council

Information available from the Town Council under the Model Publication Scheme

Information published	How the information can be obtained	Cost
<p>Class 1 - Who we are and what we do Much Wenlock Town Council was founded in 1974 following the Local Government Act 1972. Its function is to serve local residents who live in the parish of Much Wenlock. The population is 3,041 with 1,257 households (2001 census) and there are 2,265 electors. The Town Council has eleven councillors who work as a corporate body and make decisions for the benefit of the local community. The Council's Town Clerk provides independent, objective and professional advice, information and administrative support to councillors. Under the direction of the Town Clerk, the Council's decisions are implemented by the Council's staff who work as a team to serve the local community.</p>	Website	Free
Who's who on the Council and its Committees	Website and notice board Hard copy	- Free
Contact details for Town Clerk and Council members	Website and notice board Hard copy	- Free
Location of main Council office and accessibility details	Website Hard copy	- Free
Staffing structure	Website	-
<p>Class 2 – What we spend and how we spend it</p>	Website Hard copy	- Free
Annual return form and report by auditor	Hard copy	10p per side A4
	Website	-
Finalised budget	Hard copy	10p per side A4
Precept	Hard copy	10p per side A4
Borrowing Approval letter	Not currently applicable	
Financial Standing Orders and Regulations	Hard copy	10p per side A4
	Website	-
Grants given and received	Contact Town Clerk	
List of current contracts awarded and value of contract	Contact Town Clerk	
Members' allowances and expenses	Contact Town Clerk	
<p>Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)</p>	Website	-
Parish Plan (current and previous year as a minimum)	Website Hard copy	20p per side A4 (colour)
Annual Report Town Meeting (current and previous year as a	Website	10p per

minimum)	Hard copy	side A4
Quality status	Not currently applicable	
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum	Hard copy	10p per side A4
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Hard copy Website	Free -
Agendas of meetings (as above)	Website Hard copy	- Free
Minutes of meetings (as above) – this will exclude information that is properly regarded as private to the meeting.	Website Hard copy	10p per side A4
Reports presented to council meetings - this will exclude information that is properly regarded as private to the meeting.	Hard copy	10p b/w or 20p colour per side A4
Responses to consultation papers	Hard copy	10p per side A4
Responses to planning applications	Shropshire Council's website	-
Bye-laws	Not currently applicable	
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only	Website Hard copy	- 10p per side A4
Policies and procedures for the conduct of council business: Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements	Hard copy Website	10p per side A4 -
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 Website	10p per side A4 -
Information security policy	Contact Town Clerk	
Records management policies (records retention, destruction and archive)	Not currently applicable	
Data protection policies	Contact Town Clerk	
Class 6 – Lists and Registers Currently maintained lists and registers only Available by inspection only	(hard copy or website; some information may only be available by inspection)	
Assets Register	Hard copy	10p per side A4
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)	Contact Town Clerk	
Register of members' interests	Hard copy Website	10p per side A4 -
Register of gifts and hospitality	Contact Town Clerk	

Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Available by inspection only Current information only	(hard copy or website; some information may only be available by inspection)	
Allotments	Not currently applicable	
Burial grounds and closed churchyards	Contact Town Clerk	
Community centres and village halls	Not currently applicable	
Parks, playing fields and recreational facilities	Contact Town Clerk	
Seating, litter bins, clocks, memorials and lighting	Contact Town Clerk	
Bus shelters	Contact Town Clerk	
Markets	Contact Town Clerk	
Public conveniences	Contact Town Clerk	
Agency agreements	Not currently applicable	
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Contact Town Clerk	
Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above	Website or contact Town Clerk	

Contact details:

Sharon Clayton BA (Hons) Fellow ILCM
Town Clerk
Much Wenlock Town Council
Corn Exchange
High Street
Much Wenlock
Shropshire
TF13 6AE
Tel: 01952 727509
Email: townclerk@muchwenlock-tc.gov.uk
Website: www.muchwenlock-tc.gov.uk

SCHEDULE OF CHARGES

This describes how the charges have been arrived.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 10p per sheet (black & white)	Actual cost *
	Photocopying @ 20p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)
Other		

* the actual cost incurred by the public authority