



## Much Wenlock Town Council PUBLICATION SCHEME

| Information published  | How the information can be obtained  | Cost                    |
|--|--|-------------------------|
| <p><b>Class 1 - Who we are and what we do</b></p> <p>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. <b>The population is circa 2,877 with 1,276 households (2011 census) and there are 2,384 electors.</b></p> <p>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> | <p>Website:<br/><a href="http://www.muchwenlock-tc.gov.uk">www.muchwenlock-tc.gov.uk</a></p> | Free                    |
| Who's who on the Council and its Committees  | Website and notice board<br>Hard copy  | Free<br>10p per side A4 |
| Contact details for Town Clerk and Council members   | Website and notice board<br>Hard copy  | Free<br>10p per side A4 |
| Location of main Council office and accessibility details  | Website and notice board<br>Hard copy  | Free<br>10p per side A4 |
| Staffing structure   | Website<br>Hard copy   | Free<br>10p per side A4 |
| <b>Class 2 – What we spend and how we spend it</b>   |  |                         |
| Annual return form and report by auditor   | Hard copy  | 10p per side A4         |
|  | Website  | Free                    |
| Current budget/precept   | Hard copy  | 10p per side A4         |
|  | Website  | Free                    |
| Expenditure over £500  | Hard copy  | 10p per side A4         |
|  | Website  | Free                    |
| Financial Standing Orders and Regulations  | Hard copy  | 10p per side A4         |
|  | Website  | Free                    |

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|--|--|-----------------------------------|
| Grants given and received – recorded in the minutes at which they are approved   | Hard copy                                | 10p per side A4                   |
|  | Website                                  | Free                              |
| List of current contracts awarded and value of contract  | Contact Town Clerk                       |                                   |
| Members' allowances and expenses   | Contact Town Clerk                       |                                   |
| <b>Class 3 – What our priorities are and how we are doing</b><br>(Strategies and plans, performance indicators, audits, inspections and reviews)   |  |                                   |
| Parish Plan (current and previous year as a minimum)   | Website                                  | Free                              |
|  | Hard copy                                | 20p per side A4 (colour)          |
| Annual Report Town Meeting (current and previous year as a minimum)  | Website                                  | Free                              |
|  | Hard copy                                | 10p per side A4                   |
| Quality status   | The Council does not have Quality Status |                                   |
| <b>Class 4 – How we make decisions</b><br>(Decision making processes and records of decisions)<br>Current and previous council year as a minimum   |  |                                   |
| Timetable of meetings (Council, committee/sub-committee meetings and Annual Town Meeting)  | Hard copy                                | 10p per side A4                   |
|  | Website                                  | Free                              |
| Agendas of meetings  | Website                                  | Free                              |
|  | Hard copy                                | 10p per side A4                   |
| Minutes of meetings – this will exclude information that is properly regarded as private to the meeting.   | Website                                  | Free                              |
|  | 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 |
|  | Website                                  | Free                              |
| Responses to consultation papers   | Hard copy                                | 10p per side A4                   |
| Responses to planning applications   | Shropshire Council's website             | Free                              |
| Bye-laws   | Not currently applicable                 |                                   |
| <b>Class 5 – Our policies and procedures</b><br>(Current written protocols, policies and procedures for delivering our services and responsibilities)<br>Current information only  |  |                                   |
| Policies and procedures for the conduct of council business:<br><ul style="list-style-type: none"> <li>● Procedural standing orders</li> <li>● Committee and sub-committee terms of reference</li> <li>● Delegated authority in respect of officers</li> <li>● Code of Conduct</li> <li>● Policy statements</li> </ul> | Hard copy                                | 10p per side A4                   |
|  | Website                                  | Free                              |

|  |                        |                 |
|--|------------------------|-----------------|
| Policies and procedures for the provision of services and about the employment of staff:<br><ul style="list-style-type: none"> <li>● Internal policies relating to the delivery of services</li> <li>● Equality and diversity policy</li> <li>● Health and safety policy</li> <li>● Recruitment policies (including current vacancies)</li> <li>● Policies and procedures for handling requests for information</li> <li>● Complaints procedures (including those covering requests for information and operating the publication scheme)</li> </ul> | Hard copy              | 10p per side A4 |
|  | Website                | Free            |
| Information security policy  | Currently under review |                 |
| Records management policies (records retention, destruction and archive)   | Contact Town Clerk     |                 |
| Data protection policies   | Contact Town Clerk     |                 |
| <b>Class 6 – Lists and Registers</b><br>Currently maintained lists and registers available by inspection only  |                        |                 |
| 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 the Town Council)  | Contact Town Clerk     |                 |
| Register of members' interests   | Website                | Free            |
| Register of gifts and hospitality  | Contact Town Clerk     |                 |
| <b>Class 7 – The services we offer</b><br>(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)<br>Available by inspection only<br>Current information only   |                        |                 |
| Burial grounds and closed churchyards  | Contact Town Clerk     |                 |
| Gaskell Recreation Ground  | Website                | Free            |
| Seating, litter bins, clocks, memorials and lighting   | Website                | Free            |
| Bus shelters   | Website                | Free            |
| Markets  | Website                | Free            |
| Public conveniences  | Website                | Free            |
| Street lights and Christmas lights   | Contact Town Clerk     |                 |
| 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     |                 |
| <b>Additional Information</b><br>Please contact the Town Clerk for information that is not included above  |                        |                 |

**Contact details:**

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 calculated.

| TYPE OF CHARGE    | DESCRIPTION                                  | BASIS OF CHARGE  |
|-------------------|--|--|
| Disbursement cost | Photocopying @ 10p per sheet (black & white) | Based on actual cost                                     |
|                   | Photocopying @ 20p per sheet (colour)        | Based on actual cost                                     |
|                   | Postage                                      | Actual cost of Royal Mail standard 2 <sup>nd</sup> class |
| Statutory Fee     |  | In accordance with the relevant legislation              |

Information sent by email will be free of charge.