



## 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. The population is circa 2,877 with 1,276 households (2011 census) and there are 2,351 electors (2021).</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: <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 Hard copy	Free 10p per side A4
Contact details for Town Clerk and Council members	Website, Facebook and notice board Hard copy	Free 10p per side A4
Location of main Council office and accessibility details	Website and notice board Hard copy	Free 10p per side A4
Staffing structure	Website Hard copy	Free 10p per side A4
<b>Class 2 – What we spend and how we spend it</b>		
Annual return form and report by auditor	Website	Free
	Hard copy	10p per side A4
Current budget/precept	Website	Free
	Hard copy	10p per side A4
Expenditure over £500	Website	Free
	Hard copy	10p per side A4
Financial Standing Orders and Regulations	Website	Free
	Hard copy	10p per side A4

Grants given and received – recorded in the minutes of the meeting at which they are approved	Website	Free
	Hard copy	10p per side A4
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> (Strategies and plans, performance indicators, audits, inspections and reviews)		
Neighbourhood Plan	Website	Free
	Hard copy	10p per side A4
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> (Decision making processes and records of decisions) Current and previous council year as a minimum		
Timetable of meetings (Council, committee/sub-committee meetings and Annual Town Meeting)	Website, notice board	Free
	Hard copy	10p per side A4
Agendas of meetings	Website, Facebook, notice board	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.	Website	Free
	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	Free
Bye-laws	Not currently applicable	
<b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only		
Policies and procedures for the conduct of council business: <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>	Website	Free
		Hard copy

Policies and procedures for the provision of services and about the employment of staff: <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>	Website	Free
	Hard copy	10p per side A4
Information security policy	Currently under review	
Records management policies (records retention, destruction and archive)	Contact Town Clerk	
Data protection policies	Website	Free
	Hard copy	10p per side A4
<b>Class 6 – Lists and Registers</b>		
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>		
(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)		
Available by inspection only		
Current information only		
Burial grounds and closed churchyards	Website	Free
	Hard copy	10p per side A4
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)	Website	Free
<b>Additional Information</b>		
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.**

The above disbursement charges may be made in connection with Freedom of Information Requests. Charges relating to Subject Access Requests will be in accordance with guidance from the Information Commissioner's Office.