

Information available from Church Stretton Town Council under the model publication scheme

Information to be published	How the information can be obtained	Cost
<p>Class1 - Who we are and what we do (Organisational information, structures, locations and contacts)</p> <p>This will be current information only N.B. Councils should already be publishing as much information as possible about how they can be contacted.</p>	(hard copy and/or website)	
Who's who on the Council and its Committees	Website Hard Copy – Contact Clerk	Free 15p single sided or 20p double sided per A4 sheet
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website Office Window Hard Copy – Contact Clerk	Free Free 15p single sided or 20p double sided per A4 sheet
Location of main Council office and accessibility details	60 High Street, Church Stretton, Shropshire, SY6 6BY 10am-12 noon, Mon to Fri Tel: 01694 722113 (ansaphone out of hours) Fax: 01694 723608 e-mail: personalassistant@churchstretton-tc.gov.uk website: www.churchstretton.co.uk	
Staffing structure	Town Clerk (F/T)+ PA (F/T) + 3 P/T office admin staff and 6 F/T & P/T outdoor staff	

<p>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)</p> <p>Current and previous financial year as a minimum</p>	(hard copy and/or website)	
Annual return form and report by auditor	Website Hard copy – Contact Clerk	Free 15p single sided or 20p double sided per A4 sheet
Finalised budget	Website Hard copy – Contact Clerk	Free 15p single sided or 20p double sided per A4 sheet
Precept	Website Hard copy – Contact Clerk	Free 15p single sided or 20p double sided per A4 sheet
Borrowing Approval letter	Hard copy – Contact Clerk	15p single sided or 20p double sided per A4 sheet
Financial Standing Orders and Regulations	Hard copy – Contact Clerk	15p single sided or 20p double sided per A4 sheet
Grants given and received	Hard copy – Contact Clerk	15p single sided or 20p double sided per A4 sheet
List of current contracts awarded and value of contract	Hard copy – Contact Clerk	15p single sided or 20p double sided per A4 sheet
Members' allowances and expenses	Hard copy – Contact Clerk	15p single sided or 20p double sided per A4 sheet

Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)	(hard copy or website)	
Town Plan (current and previous year as a minimum)	Website Hard copy – Contact Clerk	Free £2.00 per copy
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Website Hard copy – Contact Clerk	Free £1.50 per copy
Quality status	No	
Local charters drawn up in accordance with DCLG guidelines	None	
Class 4 – How we make decisions (Decision making processes and records of decisions)	(hard copy or website)	
Current and previous council year as a minimum		
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Website, + hard copies in Office window, Library, SHI Notice Board	Free 15p single sided or 20p double sided per A4 sheet
Agendas of meetings (as above)	Website, + hard copies in Office window, Library, SHI Notice Board	Free 15p single sided or 20p double sided per A4 sheet
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Website, + hard copies in Office window, Library, SHI Notice Board	Free 15p single sided or 20p double sided per A4 sheet
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Hard copy – contact Clerk	15p single sided or 20p double sided per A4 sheet
Responses to consultation papers	Hard copy – contact Clerk	15p single sided or 20p double sided per A4 sheet
Responses to planning applications	In Minutes on Website, or Hard copy – contact Clerk	Free 15p single sided or 20p double sided per A4 sheet
Bye-laws (Coppice Leasowes Local Nature Reserve)	Hard copy – contact Clerk	15p single sided or 20p double sided per A4 sheet

<p>Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information only</p>	(hard copy or website)	
<p>Policies and procedures for the conduct of council business:</p> <p>Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements</p>	<p>)) All Hard copies -) Contact Clerk))</p>	<p>15p single sided or 20p double sided per A4 sheet</p>
<p>Policies and procedures for the provision of services and about the employment of staff:</p> <p>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)</p>	<p>))) All Hard Copies -) Contact Clerk)))</p>	<p>15p single sided or 20p double sided per A4 sheet</p>
<p>Information security policy</p>	<p>Hard copy – contact Clerk</p>	<p>15p single sided or 20p double sided per A4 sheet</p>
<p>Records management policies (records retention, destruction and archive)</p>	<p>Hard copy – contact Clerk</p>	<p>15p single sided or 20p double sided per A4 sheet</p>
<p>Data protection policies</p>	<p>Hard copy – contact Clerk</p>	<p>15p single sided or 20p double sided per A4 sheet</p>
<p>Schedule of charges (for the publication of information)</p>	<p>Hard copy – contact Clerk</p>	<p>15p single sided or 20p double sided per A4 sheet</p>

Class 6 – Lists and Registers Currently maintained lists and registers only	(hard copy or website; some information may only be available by inspection)	
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	Declaration of Interests: Hard copy – contact Clerk	15p single sided or 20p double sided per A4 sheet
Assets Register	Hard copy – contact Clerk	15p single sided or 20p double sided per A4 sheet
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)	Hard copy – contact Clerk	15p single sided or 20p double sided per A4 sheet
Register of members' interests	Held at Shropshire Council offices	
Register of gifts and hospitality	Hard copy – contact Clerk	15p single sided or 20p double sided per A4 sheet
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	(hard copy or website; some information may only be available by inspection)	
Allotments	Hard copy – contact Clerk	15p single sided or 20p double sided per A4 sheet
Burial grounds and closed churchyards	Hard copy – contact Clerk	15p single sided or 20p double sided per A4 sheet
Community centres and village halls	Hard copy – contact Clerk	15p single sided or 20p double sided per A4 sheet
Parks, playing fields and recreational facilities	Hard copy – contact Clerk	15p single sided or 20p double sided per A4 sheet
Seating, litter bins, clocks, memorials and lighting	Hard copy – contact Clerk	15p single sided or 20p double sided per A4 sheet
Bus shelters	Hard copy – contact Clerk	15p single sided or 20p double sided per A4 sheet
Markets	Hard copy – contact Clerk	15p single sided or 20p double sided per A4 sheet

Public conveniences	Hard copy – contact Clerk	15p single sided or 20p double sided per A4 sheet
Agency agreements	Hard copy – contact Clerk	15p single sided or 20p double sided per A4 sheet
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Hard copy – contact Clerk	15p single sided or 20p double sided per A4 sheet
Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above		
None		

Contact details:

Mrs C M Harvey, Cert HE Local Policy (LCA)
Town Clerk & RFO
Council Office
60 High Street
Church Stretton
Shropshire SY6 6BY
Tel: 01694 722113
Fax: 01694 723608
e-mail: personalassistant@churchstretton-tc.gov.uk

SCHEDULE OF CHARGES

This describes how the charges have been arrived at and should be published as part of the guide.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Black & White Photocopies: 15p per A4 sheet (single sided) 20p per A4 (double sided) 20p per A3 (single sided) 25p per A3 (double sided)	Actual cost * Paper = .008 p per A4 sheet+ Copy Charge = 0.0065p per copy + Admin time @ £10 per hour
	Photocopying @ ..p per sheet (colour) Not available	Actual cost – facility not available
	Postage – actual cost of Royal Mail second class service.	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