



**Church
Stretton**
Town Council

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

Information to be published	How the information can be obtained	Cost
Class 1 - Who we are and what we do		
Who's who on the Council and its Committees	Website Office Window Noticeboard Town Council Minutes	Free Free Free
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website Office Window Noticeboard	Free Free
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: townclerk@churchstretton- tc.gov.uk website: www.churchstretton-tc.gov.uk	
Staffing structure	Hard Copy – ask Clerk	Please see schedule of charges

Class 2 – What we spend and how we spend it		
Annual return form and report by auditor	Website Office Window Noticeboard Hard copy – Contact Clerk	Free Free Please see schedule of charges
Finalised budget	Website Town Council Minutes	Free Free
Precept	Website Town Council Minutes	Free Free
Financial Standing Orders and Regulations	Website Hard copy – Contact Clerk	Free Please see schedule of charges
Grants given and received	Website Town Council Minutes	Free Free
List of current contracts awarded and value of contract	Hard copy – Contact Clerk	Please see schedule of charges
Members' allowances and expenses	Hard copy – Contact Clerk	Please see schedule of charges
Class 3 – What our priorities are and how we are doing		
Town Plan	Hard copy – Contact Clerk	Please see schedule of charges
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Website Hard copy – Contact Clerk	Free Please see schedule of charges
Town Design Statement	Hard copy – Contact Clerk	Please see schedule of charges
Coppice Leasowes and Rectory Wood and Field Local Nature Reserves Management Plans	Website Hard copy – contact Clerk	Free Please see schedule of charges
Class 4 – How we make decisions		
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Website, Office Window Noticeboard SHI Notice Board	Free Free Free
Agendas of meetings (as above)	Website, Office window Noticeboard	Free Free

Minutes of meetings (as above) – NB this will exclude information that is properly regarded as private to the meeting.	Website, Hard Copy – contact Clerk	Free Please see schedule of charges
Reports presented to council meetings - NB this will exclude information that is properly regarded as private to the meeting.	Website Hard copy – contact Clerk	Free Please see schedule of charges
Responses to consultation papers	Hard copy – contact Clerk	Please see schedule of charges
Responses to planning applications	Planning Committee Minutes on Website	Free
Class 5 – Our policies and procedures		
Policies and procedures for the conduct of council business: Standing Orders Financial Regulations Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements	All available on website Hard copies – contact Clerk	Free Please see schedule of charges
Policies relating to staff recruitment and management	Website	Free
Risk Management Schedule	Website	Free
Records management policies (records retention, destruction and archive)	Website	Free
Data protection policies	Website	Free
Schedule of charges (for the publication of information)	Website	Free
Class 6 – Lists and Registers		
Declarations of Interests/dispensations	Website Hard copy – contact Clerk	Free Please see schedule of charges
Assets Register	Website Hard copy – contact Clerk	Free Please see schedule of charges

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	Please see schedule of charges
Register of members' interests	Held at Shropshire Council offices and available on Shropshire Council Website	
Register of gifts and hospitality	Hard copy – contact Clerk	Please see schedule of charges
Class 7 – The services we offer (Information about the services we offer, including fees, leaflets, guidance and newsletters produced for the public and businesses) Current information only		
Allotments	Website Hard copy – contact Clerk	Free Please see schedule of charges
Burial grounds and closed churchyards	Website Hard copy – contact Clerk	Free Please see schedule of charges
Community centres and village halls	Website Hard copy – contact Clerk	Free Please see schedule of charges
Parks, playing fields and recreational facilities	Website Hard copy – contact Clerk	Free Please see schedule of charges
Seating, litter bins, clocks, memorials and lighting	Hard copy – contact Clerk	Please see schedule of charges
Bus shelters	Hard copy – contact Clerk	Please see schedule of charges
Markets	Website Hard copy – contact Clerk	Free Please see schedule of charges
Public conveniences	Website Hard copy – contact Clerk	Free Please see schedule of charges
Agency agreements	Hard copy – contact Clerk	Please see schedule of charges
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	Please see schedule of charges
Additional Information Specific requests for information not covered by the above will be treated in accordance with the Freedom of Information Act		

Contact details:

Mrs N. Hook
Town Clerk
Council Office
60 High Street
Church Stretton
Shropshire SY6 6BY
Tel: 01694 722113 Fax
e-mail: townclerk@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	<u>Black & White</u> 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 @ .double per sheet (colour)	Actual cost
	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