

**Information available from Wellington (Shropshire) Parish/Community Council under the model publication scheme**

Information to be published	How the information can be obtained	Cost
<p><b>Class1 - Who we are and what we do</b>            (Organisational information, structures, locations and contacts)</p> <p>This will be current information only</p> <p>N.B. Councils should already be publishing as much information as possible about how they can be contacted.</p>		
Who's who on the Council and its Committees	Hard copy & website	
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Hard copy & website	
Location of main Council office and accessibility details	Hard copy & website	
Staffing structure	Hard copy & website	
<p><b>Class 2 – What we spend and how we spend it</b>            (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>		
Annual return form and report by auditor	Hard copy	£1
Finalised budget	Hard copy	£1

Precept	Hard copy	£1
Borrowing Approval letter	n/a	
Financial Standing Orders and Regulations	Hard copy & website	£1
Grants given and received	Hard copy & website	£1
List of current contracts awarded and value of contract	Hard copy	£1
Members' allowances and expenses	Hard copy	£1
<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)		
Parish Plan (current and previous year as a minimum)	n/a	
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Hard copy	£1
Quality status	n/a	
Local charters drawn up in accordance with DCLG guidelines	Hard copy	£1
<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, any committee/sub-committee meetings and parish meetings)	Hard copy & website	£1
Agendas of meetings (as above)	Hard copy & website	£1
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Hard copy & website	£1

Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Hard copy & website	£1
Responses to consultation papers	Hard copy	£1
Responses to planning applications	Hard copy & website	£1
Bye-laws	n/a	
<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:		
Procedural standing orders	Hard copy & website	£1
Committee and sub-committee terms of reference	Hard copy & website	£1
Delegated authority in respect of officers	Hard copy & website	£1
Code of Conduct	Hard copy & website	£1
Policy statements	Hard copy & website	£1
Policies and procedures for the provision of services and about the employment of staff:		
Internal policies relating to the delivery of services	n/a	
Equality and diversity policy	n/a	
Health and safety policy	Hard copy	£1
Recruitment policies (including current vacancies)	n/a	
Policies and procedures for handling requests for information	Hard copy	£1

Complaints procedures (including those covering requests for information and operating the publication scheme)		
Information security policy	n/a	
Records management policies (records retention, destruction and archive)	n/a	
Data protection policies	Hard copy	£1
Schedule of charges (for the publication of information)	Hard copy	£1
<b>Class 6 – Lists and Registers</b>		
Currently maintained lists and registers only		
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	Hard copy	£1
Assets Register	Hard copy	£1
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)	n/a	
Register of members' interests	Hard copy	£1
Register of gifts and hospitality	Hard copy	£1
<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)	(hard copy or website; some information may only be available by inspection)	
Current information only		
Allotments	n/a	
Burial grounds and closed churchyards	n/a	

Community centres and village halls	n/a	
Parks, playing fields and recreational facilities	n/a	
Seating, litter bins, clocks, memorials and lighting	Hard copy	£1
Bus shelters	Hard copy	£1
Markets	n/a	
Public conveniences	Hard copy	£1
Agency agreements	n/a	
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	n/a	
<b>Additional Information</b>		
This will provide Councils with the opportunity to publish information that is not itemised in the lists above		

**Contact details:**

- 1. Howard Perkins, Town Clerk, Wellington Town Council, Civic Offices, Larkin Way, Wellington, Telford TF1 1LX tel: 01952 567697 fax: 01952 567690 email: welltowncl@aol.com**
- 2. Mike Bushell, Assistant to the Clerk, details as above**

## SCHEDULE OF CHARGES

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

<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b>BASIS OF CHARGE</b>
<b>Disbursement cost</b>	Photocopying @ ..p per sheet (black & white)	Actual cost *
	Photocopying @ ..p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Statutory Fee</b>		In accordance with the relevant legislation (quote the actual statute)
A standard nominal fee of £1 is charged for documents appearing in this list.		

\* the actual cost incurred by the public authority