

ELLESMERE TOWN COUNCIL



ELLESMERE TOWN COUNCIL PUBLICATION SCHEME

Last Reviewed: 9th May 2024

Next Review Date: To be reviewed every year at the Annual Town Council meeting.

Ellesmere Town Council Publication Scheme

This policy is reviewed every year at the Annual Town Council meeting held in May.

Ellesmere Town Council is obliged to complete a Publication Scheme under the Freedom of Information Act.

Information to be published	How the information can be obtained	Cost
CLASS 1 - Who are we and what do we do (organisational information, structures locations and contacts)		
Who's who on the Council and its committees	Website Hard copy	Free 10p/sheet
Contact details for Town Clerk and Council Members. Staffing Structure.	Website Hard copy	Free 10p/sheet
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)		
Annual return form and report by auditor	Hard Copy	10p/sheet
Finalised budget	Hard Copy	10p/sheet
Precept	Website Hard Copy	Free 10p/sheet
Borrowing Approval Letter	n/a	
Financial Standing Orders and Regulations	Hard Copy	10p/sheet
Grants given and received	Hard Copy	10p/sheet
List of current contracts awarded and value of contract	Hard copy	10p/sheet
Members allowances and expenses	Hard Copy	10p/sheet
CLASS 3 What our priorities are and how we are doing (strategies and plans, performance indicators, audits,		

inspections and reviews)		
Town Plan	Hard copy	Free Individual copies free. Multiple requests 10p/sheet
Annual Report to Town and Community Meeting (current and previous year as a minimum)	Website Hard copy	Free Free Individual copies free. Multiple requests 10p/sheet
Quality Status	Website	Free
Local Charters drawn up in accordance with DCLG guidelines	n/a	
CLASS 4 How we make decisions (decision making processes and records of decisions)		
Timetable of meetings (council any committee/subcommittee meetings and town meeting	Website Hard copy	Free 10p/sheet
Agendas of meetings (as above)	Website/email Hard copy, parish notice boards	Free 10p/sheet – free at meetings
Minutes of meetings (as above) – nb this will exclude information that is properly provided as private to the meeting	Website Hard copy	Free 10p/sheet
Reports presented to council meetings nb this will exclude information that is properly provided as private to the meeting	Hard Copy	10p/sheet
Responses to consultation papers	Hard Copy	10p/sheet
Responses to planning applications	Hard Copy	10p/sheet
Bye laws	n/a	
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)		
Policies and procedures for the conduct of council business Procedural standing orders Committee and subcommittee terms of reference	Hard Copy Hard Copy	10p/sheet 10p/sheet

Delegated authority in respect of officers	Hard Copy	10p/sheet
Code of Conduct	Hard Copy	10p/sheet
Policy Statements	Hard Copy	10p/sheet
	Hard Copy	10p/sheet
Policies and Procedures for the provision of services and about employment of staff	<u>Hard Copy</u>	10p/sheet
Internal policies relating to the delivery of services	<u>Hard copy</u>	10p/sheet
Equality and diversity policy	<u>Hard Copy</u>	10p/sheet
Health and Safety Policy	<u>Hard Copy</u>	10p/sheet
Recruitment Polices including current vacancies	<u>Hard Copy</u>	10p/sheet
Policies and procedures for handling requests for information	<u>Hard Copy</u>	10p/ sheet
Complaints procedures (including those covering requests for information and operating the publication scheme)	Hard copy	10p/sheet
Information security policy		
Data Protection policies under the new Data Protection Regulations – 25 th May, 2018		
Schedule of charges (for the publication of information)	Website Hard copy	Free 10p/sheet
CLASS 6 Lists and Registers Currently maintained lists and registers only.		
Assets register	Hard copy	10p/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	10p/sheet
Register of members interests	Hard copy	10p/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		
Allotments	n/a	

Joint owner Ellesmere Cemetery, Swan Hill Exclusions – all documentation relating to individual applications and registrations under both privacy and data protection laws.	Inspection	Free (by appointment)
Joint owner The Boathouse	Inspection	Free (by appointment)
Town Hall	Inspection	Free (by appointment)
Parks playing fields and recreational facilities	Inspection	Free (by appointment)
Seating, litter bins, clocks, memorials and lighting	Inspection	Free (by appointment)
Bus shelters	Inspection	Free (by appointment)
Market Hall Rights	Inspection	Free (by appointment)
Public conveniences	Inspection	Free (by appointment)
Street lighting	Inspection	Free ((by appointment)
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Hard copy	10p/sheet

Please note general correspondence sent or received by the Town Council and all information relating to private individuals by virtue of it being personal data under the Data Protection Act 2018 is excluded from the Scheme.

Contact Details:

Town Clerk & RFO
Ellesmere Town Council
1-3 Willow Street
Ellesmere
Shropshire
SY12 0AL

Schedule of Charges

Information can be inspected, by appointment at the Council Offices free of charge.

A detailed search of records (for example the Burials Register or the Council Minutes) is subject to a charge of £10 per search.

Type of charge	Description	Basis of charge
Disbursement cost	Photocopying @ 10p per sheet black and white Photocopying @25p per sheet colour	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class