

# ELLESMERE TOWN COUNCIL

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## ELLESMERE TOWN COUNCIL PUBLICATION SCHEME

Last Reviewed: 11<sup>th</sup> May 2026

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                  |
|---|-------------------------------------|-----------------------|
| <b>CLASS 1 - Who are we and what do we do<br/>(organisational information, structures locations and contacts)</b>   |                                     |                       |
| Who's who on the Council and its committees   | Website<br>Hard copy                | Free<br>10p/sheet     |
| Contact details for Town Clerk and Council Members.<br>Staffing Structure.  | Website<br><br>Hard copy            | Free<br><br>10p/sheet |
| <b>CLASS 2 – What we spend and how we spend it<br/>(financial information relating to projected and actual income<br/>and expenditure, procurement contracts and financial audit)</b> |                                     |                       |
| Annual return form and report by auditor  | Hard Copy                           | 10p/sheet             |
| Finalised budget  | Hard Copy                           | 10p/sheet             |
| Precept   | Website<br>Hard Copy                | Free<br>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             |
| <b>CLASS 3 What our priorities are and how we are doing<br/>(strategies and plans, performance indicators, audits,</b>  |                                     |                       |

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| <b>inspections and reviews)</b>  |  |   |
| Town Plan  | Hard copy  | Free<br>Individual copies free.<br>Multiple requests<br>10p/sheet         |
| Annual Report to Town and Community Meeting (current and previous year as a minimum)   | Website<br>Hard copy                             | Free<br>Free<br>Individual copies free.<br>Multiple requests<br>10p/sheet |
| Quality Status   | Website  | Free  |
| Local Charters drawn up in accordance with DCLG guidelines   | n/a  |   |
| <b>CLASS 4 How we make decisions<br/>(decision making processes and records of decisions)</b>  |  |   |
| Timetable of meetings (council any committee/subcommittee meetings and town meeting)   | Website<br>Hard copy                             | Free<br>10p/sheet   |
| Agendas of meetings (as above)   | Website/email<br>Hard copy, parish notice boards | Free<br>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<br>Hard copy                             | Free<br>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  |   |
| <b>Class 5 – Our policies and procedures<br/>(Current written protocols, policies and procedures for delivering our services and responsibilities)</b> |  |   |
| Policies and procedures for the conduct of council business<br>Procedural standing orders<br>Committee and subcommittee terms of reference             | Hard Copy<br>Hard Copy                           | 10p/sheet<br>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 <sup>th</sup> May, 2018  |                      |                   |
| Schedule of charges (for the publication of information)   | Website<br>Hard copy | Free<br>10p/sheet |
| <b>CLASS 6 Lists and Registers<br/>Currently maintained lists and registers only.</b>  |                      |                   |
| 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         |
|  |                      |                   |
| <b>Class 7 - The services we offer<br/>Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses<br/>Current information only</b> |                      |                   |
| Allotments   | n/a                  |                   |

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|--|------------|------------------------|
| Joint owner Ellesmere Cemetery, Swan Hill<br>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<br>Photocopying @25p per sheet colour | Actual cost  |
|                   | Postage  | Actual cost of Royal Mail standard 2 <sup>nd</sup> class |