

Publication Scheme

Information available from Bewdley Town Council

Information to be published For costs of paper copies please see end of document	How information can be obtained
Who's who on the Council and its Committees	Website and office
Contact details for Clerk and Council members	Website and office
Location of main Council office and accessibility details	Website and office
Staffing structure	Website and office
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	Website and office
Finalised budget	Website and office
Precept	Website and office
Borrowing Approval letter	Office
Financial Standing Orders and Regulations	Website and office
Grants given and received	Website and office
List of current contracts awarded and value of contract	Council offices
Members' allowances and expenses	Council offices
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)	
Annual Report to Town Meeting (current and previous year)	Website and office
Corporate Plan/Forward Plan	Website and office
Town Plan/Neighbourhood Plan	Approved plan not yet available but much information is available on the website

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Class 4 – How we make decisions (Decision making processes and records of decisions)	
Timetable of meetings (Council, any committee/sub-committee meetings)	Website and office
Agendas of meetings (Council, any committee/sub-committee meetings)	Website and office
Minutes of meetings (Council, any committee/sub-committee meetings)	Website and office
Reports presented to council meetings - nb this will exclude information properly regarded as confidential	Website and office
Responses to consultation papers	Website and office
Responses to planning applications	Website and office
Bye-laws	Council offices
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: <ul style="list-style-type: none"> • Procedural standing orders • Committee and sub-committee terms of reference • Delegated authority in respect of officers • Code of Conduct • Policy statements 	Website and office Website and office Website and office Website and office Website and office
Policies and procedures for the provision of services and about the employment of staff: <ul style="list-style-type: none"> • 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) 	Council offices Website and office Website and office Website and office Website and office Website
Information security policy	Website and office
Records management policies (records retention, destruction and archive)	Council offices
Data protection policies	Website and office
Schedule of charges (with this document – see end of document)	Website and office

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Class 6 – Lists and Registers	
Any publicly available register or list (this does not include the Electoral Roll)	Council offices
Assets Register	Council offices
Disclosure log (indicating the information that has been provided in response to Freedom of Information requests)	Council offices
Register of members’ interests	Website and office
Register of gifts and hospitality	Council offices
Class 7 – The services we offer	
Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses	
<p>Information about all services operated by the Council are on our website, or information is available at the Council offices eg.</p> <ul style="list-style-type: none"> • Annual civic events such as Mayor-Making, Mayor’s Sunday, Remembrance Sunday, St George’s Day parade, Christmas Lights switch-on • Responsibility for Wyre Hill Play Area • Responsibility for Load Street public toilets • Operation of Lengthsman scheme • Care and maintenance of some highway seating • Responding to planning applications • Preparation of Neighbourhood Plan • Availability of public-use notice boards • Summer town-centre flower tubs and hanging baskets • Support for the community by way of grant aid • Support for volunteer groups, eg Flood Volunteers, Friends of Riverside North Park • Trustee for Wribbenhall Millennium Park Trust 	Website and office
Additional Information	

Contact details:

Town Clerk, Bewdley Town Council
25(A) Load Street, Bewdley DY12 2AE
Tel: 01299 400157 / email: townclerk@bewdleytowncouncil.org

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SCHEDULE OF CHARGES

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 10p per sheet (black & white)	Actual cost
	Photocopying @50p per sheet (colour)	Actual cost
	Envelope, if posting by royal mail	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation
Other		