

Information available from Bewdley Town Council under the model publication scheme

Information to be published	How the information can be obtained	Cost
<p>Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts)</p> <p>This will be current information only</p>	Website	
Who's who on the Council and its Committees	Website	
Contact details for Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website	
Location of main Council office and accessibility details	Website	
Staffing structure	Website	
<p>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)</p> <p>Current and previous financial year as a minimum</p>	Website Hard copy available from Council offices	10p per pag
Annual return form and report by auditor	Website when finalised	

Finalised budget	Website	
Precept	Website	
Borrowing Approval letter	Council offices	10p per page
Financial Standing Orders and Regulations	Website	
Grants given and received	Council offices	10p per page
List of current contracts awarded and value of contract	Council offices	10p per page
Members' allowances and expenses	Council offices	10p per page
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	
Corporate Plan/Forward Plan	Not yet available	
Town Plan/Neighbourhood Plan	Not yet available	
Class 4 – How we make decisions (Decision making processes and records of decisions)		
Current and previous council year as a minimum		
Timetable of meetings (Council, any committee/sub-committee meetings)	Website	
Agendas of meetings (as above)	Website	
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Website	
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Council offices	10p per page

Responses to consultation papers	Council offices	10p per page
Responses to planning applications	Council offices	10p per page
Bye-laws	Council offices	10p per page
<p>Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information only</p>		
Policies and procedures for the conduct of council business: Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements	Website Council offices Council offices Website Website	10p per page
Policies and procedures for the provision of services and about the employment of staff: 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 Website Council offices Council offices Council offices	10p per page 10p per page

Information security policy	Website	
Records management policies (records retention, destruction and archive)	Council offices	10p per page
Data protection policies	Website	
Schedule of charges (for the publication of information)	Website	
Class 6 – Lists and Registers		
Currently maintained lists and registers only	(hard copy or website; some information may only be available by inspection)	
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	Inspection at Council offices	
Assets Register	Council offices	10p per page
Disclosure log (indicating the information that has been provided in response to requests; recommended as good practice, but may not be held by community councils)	Council offices	10p per page
Register of members' interests	Council offices	10p per page
Register of gifts and hospitality	Council offices	10p per page
Class 7 – The services we offer		
(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		
Information about all services operated by the Council are on our website, or information is available at the Council offices.	Website and Council offices	

Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above		

Contact details:

townclerk@bewdley.org.uk

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Bewdley
DY12 1HR**

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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	Photocopying @ 10p per sheet (black & white)	Actual cost *
	Photocopying @50p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation
Other		

* the actual cost incurred by the public authority