

# Wiveliscombe Town Council

## Publication Scheme

Information available from Wiveliscombe Town Council under the publication scheme is listed below: The documents can be inspected by arrangement or some can be accessed from the Councils website. Hard copies can be provided at the charges listed below, payable in advance. If you request these are posted there will be an additional postage and packing charge.

Information to be published	How the information can be obtained	Cost (plus any post and packaging)
<b>Class 1 – Who we are and what we do</b> (organisational information, structures, locations and contacts) <i>Current information only</i> <ul style="list-style-type: none"> <li>• Council members</li> <li>• Committee structures</li> <li>• Representatives on outside bodies</li> </ul>	Website Hard copy – contact clerk	10p per sheet
Contact details for Clerk	Website Hard copy – contact Clerk	10 p per sheet
<b>Class 2 – What we spend and how we spend it</b> Current and previous financial year as a minimum		
Annual return form and report by auditor	Website/Hard copy – contact Clerk	10p per sheet
Finalised budget and precept	Hard Copy	10p per sheet
Financial regulations	Website/Hard copy – contact Clerk	10p per sheet
Grants given and received	Hard Copy- Contact Clerk	10p per sheet
List of current contracts awarded and value of contract	Hard copy- Contact Clerk	10p per sheet
Members allowances and expenses	Hard copy – Contact Clerk	10p per sheet
<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)		
Annual Report	Website/Hard copy – Contact Clerk	10p per sheet
<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions) <i>Current and previous council year as a minimum</i>		
Schedule of meetings	Website/Hard Copy – ask Clerk	10p per sheet
Agenda of meetings	Website, Notice Board	Free

Minutes of meetings – NB this will exclude information that is properly regarded as private to the meeting	Website/Hard Copy – ask Clerk	10p per sheet
Reports presented to Council meetings - NB this will exclude information that is properly regarded as private to the meeting	Hard Copy – ask Clerk	10p per sheet
Responses to consultation papers	Hard Copy – ask Clerk	10p per sheet
Responses to planning applications	Hard copy – ask Clerk or SWaT Website	10p per sheet
Audio recording of meetings (current only)	Hard Copy	£12.99 each
<b>Class 5 – Our policies and procedures</b> (current written protocols, policies and procedures for delivering our services and responsibilities) <i>Current information only</i>		
Standing orders	Website/Hard Copy	10p per sheet
Code of Conduct	Website/Hard Copy	10p per sheet
Data Protection Policy	Website/Hard Copy	10p per sheet
Complaints Procedure	Website/Hard Copy	10p per sheet
Social Media Policy	Website/Hard Copy	10p per sheet
Recording Protocol	Website/Hard Copy	10p per sheet
Equal Opportunity Policy	Website/Hard Copy	10p per sheet
Retention and disposal policy	Website/Hard Copy	10p per sheet
Management of Transferable data	Website/Hard Copy	10p per sheet
Press and media policy	Website/Hard Copy	10p per sheet
<b>Class 6 – Lists and Registers</b> <i>Currently maintained lists and registers only</i> Any publicly available register or list		
Asset Register	Inspection or Hard copy – ask Clerk	10p per sheet
Register of Members interests	SWaT Website	Free
<b>Class 7 – The service we offer</b> <i>Current information only</i>		
Allotments	Website	Free
Jubilee Gardens	Website	Free
Public Conveniences	Website	Free
<b>Contact Details:</b> Town Clerk Wiveliscombe Town Council 3 Chibbett Court, Danesborough View East, Williton, Taunton TA4 4SH Tel: 01984 631914 Email: townclerk@wiveliscombe.com		

## Schedule of Charges

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

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 10p per sheet	Actual cost
	Postage	Actual cost of Royal mail 1 <sup>st</sup> or 2 <sup>nd</sup> class
	USB stick for audio recording	Actual cost of USB Stick
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)

Date adopted – 10<sup>th</sup> July 2024