

# Information available from Wotton-under-Edge Town Council under the Model Publication Scheme updated Jan 2020, next review Jan 2022



Information to be published	How the information can be obtained	Cost
<p><b>Class1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts) This will be current information only: booklet available</p>	<p>Website <a href="http://www.wotton-under-edge.com">www.wotton-under-edge.com</a> hard copy booklet</p>	
<p>Who's who on the Council and its Committees</p>	<p>Website &amp; Email Hard copy booklet</p>	<p>Free 20p</p>
<p>Contact details for Town Clerk and Council Members (named contacts where possible with telephone number and email address)</p>	<p>Website &amp; Email Hard copy booklet</p>	<p>Free 20p</p>
<p>Location of main Council office and accessibility details Full access for disabled at Civic Centre, Town Hall, Youth Centre and Chipping Club Room</p>	<p>Website &amp; Email Displayed on notice board Hard Copy booklet</p>	<p>Free Free 20p</p>
<p>Staffing structure</p>	<p>Website Email</p>	<p>Free Free</p>
<p><b>Class 2 – What we spend and how we spend it</b> (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit). Current and previous financial year as a minimum</p>	<p>(website)</p>	
<p>Annual return form and report by auditor</p>	<p>Website &amp; email</p>	<p>free</p>
<p>Finalised budget</p>	<p>Website &amp; email</p>	<p>free</p>
<p>Precept</p>	<p>Website &amp; email</p>	<p>free</p>
<p>Borrowing Approval letter</p>	<p>n/a</p>	<p>free</p>
<p>Financial Standing Orders and Regulations</p>	<p>Website &amp; email</p>	<p>free</p>
<p>Grants given and received</p>	<p>Website &amp; email</p>	<p>free</p>
<p>List of current contracts awarded and value of contract</p>	<p>Enquire Town Clerk</p>	<p>free</p>

<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)	(hard copy or website)	
2016 Community Plan	Website & Email Hard copy –whilst stocks last	Free free
Annual Report to Town Meeting (current and previous year as a minimum)	Website & Email Hard copy	Free £1
<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions) Current and previous council year as a minimum	(hard copy or website)	
Timetable of meetings (Council, committee meetings and parish meetings)	Website & Email	Free
Agendas of meetings (as above)	Website & Email, noticeboards	Free
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Website & Email Hard copy from Town Clerk	Free 10p per sheet
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Website & Email Hard copy from Town Clerk	Free 10p per sheet
Responses to consultation papers	Enquire Town Clerk	Free
Responses to planning applications	Available on Stroud District Council planning website	Free
<b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities). Current information only	(hard copy or website)	
Policies and procedures for the conduct of council business: Procedural standing orders & Committee terms of reference Delegated authority in respect of officers Code of Conduct & Policy statements	All Website & Email Hard copy from Town Clerk	Free 10p per sheet
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	All Website & Email Hard copy from Town Clerk	Free 10p per sheet

Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme)	All Website & Email Hard copy from Town Clerk	Free 10p per sheet
<b>Class 6 – Lists and Registers</b>	(hard copy or website; some information may only be available by inspection)	
Currently maintained lists and registers only		
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	All Website & Email Hard copy from Town Clerk	Free 10p per sheet
Assets Register	All Website & Email Hard copy from Town Clerk	Free 10p per sheet
Register of members' interests	Website only	free
<b>Class 7 – The services we offer</b>	(hard copy or website; some information may only be available by inspection)	
(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only		
Allotments. <i>Some information not available due to data protection.</i>	Website & Email Hard copy	Free 10p a sheet
Burial grounds and closed churchyards	“”	“”
Community centres and village halls	“”	“”
Parks, playing fields and recreational facilities	“”	“”
Seating, litter bins, clocks, memorials and lighting	“”	“”
Bus shelters	“”	“”
Public conveniences	“”	“”
Agency agreements	“”	“”
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	“”	“”
<b>Any Additional Information</b> – please enquire		

## **ALL ENQUIRIES IN THE FIRST INSTANCE TO:**

One Stop Shop (Information Point), The Civic Centre, 2 Gloucester Street, Wotton-under-Edge, GL12 7DN  
Tel 01453 521659 Office Hours Monday- Friday 9.00am-12.30pm

Administrator Mrs Diana Hyam  
Information Officer Mrs Jenny Wyatt

Email: [administrator@wotton-under-edge.com](mailto:administrator@wotton-under-edge.com)  
Email: [infoofficer@wotton-under-edge.com](mailto:infoofficer@wotton-under-edge.com)

**TOWN COUNCIL CONTACT DETAILS**, The Civic Centre, 2 Gloucester Street, Wotton-under-Edge, GL12 7DN  
Office Hours Monday- Friday 9.00am-12.30pm Tel 01453 843210

Town Clerk Ms Sue Bailey  
Deputy Clerk Mrs Yasmin Milsom

Email: [clerk@wotton-under-edge.com](mailto:clerk@wotton-under-edge.com)  
Email: [deputyclerk@wotton-under-edge.com](mailto:deputyclerk@wotton-under-edge.com)

Buildings Manager Mr Philip Wilson  
Caretaker Mr Andrew Burns

Email: [buildingsmanager@wotton-under-edge.com](mailto:buildingsmanager@wotton-under-edge.com) 07733 102239  
Tel: 07774 674766

### **SCHEDULE OF CHARGES**

*This describes how the charges have been arrived at and are published as part of this guide.*

*As much information as possible is now published on the website and regularly updated.*

*Photocopying charges for hard copy are based on cost:*

<i>black/white A4 10p</i>	<i>colour A4 30p</i>
<i>Black/white A3 20p</i>	<i>colour A3 60p</i>

*Postage charges as per current Royal Mail charges second class*

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