Wotton-under-Edge Town Council

# Information available under the Model Publication Scheme

Updated Jan 2020, next review Jan 2022

## Class 1 Who we are and what we do

(Organisational information, structures, locations and contacts)

### Who’s who on the Council and its Committees

### Contact details for Town Clerk and Council Members

### Location of main Council office and accessibility There is full access for disabled at Civic Centre, Town Hall, Youth Centre and Chipping Club Room

### Staffing Structure

## 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). Current and previous financial year as a minimum)

### Annual return form and report by auditor

### Finalised Budget

### Precept

### Borrowing Approval Letter (not applicable)

### Financial Standing Orders and Regulations

### Grants given and received

### List of current contracts awarded and value of contracts (Available for free via the Town Clerk)

## Class 3 What our priorities are and how we are doing

(Strategies and plans, performance indicators, audits, inspections and reviews)

### 2016 Community Plan (Available for free via Website or email and free in hard copy while stocks last)

### Annual Report to Town Meeting (current and previous year as a minimum)

## 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, committee meetings and parish meetings)

### Agendas of meetings (Council, committee meetings and parish meetings)

### Minutes of meetings (Council, committee meetings and parish meetings) Note this will exclude information that is properly regarded as private to the meeting.

### Reports presented to Council meetings Note this will exclude information that is properly regarded as private to the meeting.

### Responses to consultation papers (Free via the Town Clerk)

### Responses to planning applications (Available for free on Stroud District Council’s planning website pages)

## Class 5 Our Policies and Procedures

(Current written protocols, policies and procedures for delivering our services and responsibilities). Current information only

### 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

### 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

### Policies and procedures for handling requests for information

### Complaints procedures (including those covering requests for information and operating the publication scheme)

## Class 6 Lists and Registers

(Current 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)

### Assets Register

### Register of Members interests

## Class 7 The Services we Offer

((Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)

Current information only

### Allotments

### 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 free, together with those fees (e.g. burial fees)

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

## Town Council Contact Details

The Civic Centre, 2 Gloucester Street, Wotton-under-Edge, GL12 7DN

Tel 01453 843210

Office Hours Monday- Friday 9.00am-12.30pm

Town Clerk TBC Email: [clerk@wotton-under-edge.com](mailto:clerk@wotton-under-edge.com)

Deputy Clerk Mrs Yasmin Milsom Email: [deputyclerk@wotton-under-edge.com](mailto:deputyclerk@wotton-under-edge.com)

Assistant Clerk Mrs Karen Wilson Email: [assistantclerk@wotton-under-edge.com](mailto:assistantclerk@wotton-under-edge.com)

Buildings Manager Mr Philip Wilson Email: [buildingsmanager@wotton-under-edge.com](mailto:buildingsmanager@wotton-under-edge.com)

Mobile: 07733 102239

Caretaker Mr Andrew Burns Mobile: 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:

* Black/white A4 10p Colour A4 30p
* Black/white A3 20p Colour A3 60p

Postage charges as per current Royal Mail charges second class.

### Key to availability

Available for free via website and email

Available as a hard copy via the Town Clerk at 20p

Available as a hard copy via the Town Clerk at 10p per sheet

Displayed for free on the council notice boards

Available as a hard copy via the Town Clerk at £1 (While stocks last)

Available on Stroud District Council Planning Website