



## Information available from Newport (Shropshire) Town Council under the model publication scheme

*(Approved at a meeting of the Resource & Finance Committee on 7 September 2016)*



- The Town Council publishes much of its information on line and on the Town Council Notice board.
- The Town Council official notice board is in the main window of the Guildhall at No 1 High Street and will display the current/most recent information. In addition the Council has a small notice board in the vicinity of the Aldi Supermarket.
- The Town Council has its own website- [www.newportshropshire-tc.gov.uk](http://www.newportshropshire-tc.gov.uk) which contains the latest as well as archived information.
- Hard copies of documents will generally be made available for viewing by arranging an appointment at the Guildhall.

Information to be published	How the information can be obtained	Cost
<b>Class1 - Who we are and what we do</b>		
Who's who on the Council and its Committees	Website Notice board Town Council Minutes*	Nil Nil
Contact details for Town Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website Guildhall notice board	Nil Nil
Location of main Council office and accessibility details	Website Notice board BT Phonebook (business listing)	Nil
Staffing structure	Hard copy	See charges
<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		
Annual return form and report by auditor	Website Hard Copy By Inspection Town Council Minutes* Notice Board	See charges

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Finalised budget	Website By Inspection Town Council Minutes*	See charges
Precept	Town Council Minutes*	Nil
Financial Standing Orders and Regulations	Website By Inspection	See charges
Grants given and received	Town Council Minutes*	Nil
Members' allowances and expenses	Town Council Minutes* Notice Board	Nil
<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)		
Parish Plan	Hard Copy held in the Library and at the Guildhall/ Website	Nil
<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions)		
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Website Notice Boards	Nil
Agendas of meetings (as above)	Website Newport Library Notice Board	Nil
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Website / Hard Copy /By Inspection	See charges
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Hard Copy By inspection	See charges
Responses to consultation papers	Hard Copy	See charges
Responses to planning applications	Telford & Wrekin Council website	

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<b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities)	Website	See charges
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	Hard Copy / Website	See charges
Policies and procedures for the provision of services and about the employment of staff:	Hard Copy	See charges
Information security policy	Hard Copy	See charges
Data protection policies	Website	See charges
Schedule of charges (for the publication of information)	Website	See charges
<b>Class 6 – Lists and Registers</b> 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)	Hard Copy	See charges
Assets Register	Hard Copy	See charges
Disclosure log (indicating the information that has been provided in response to requests; recommended as good practice, but may not be held by parish councils)	n/a	n/a
Register of members' interests	Website	n/a
Register of gifts and hospitality	Hard Copy Inspection	n/a

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<b>Class 7 – The services we offer</b> (Information about the services we offer)	Hard Copy or Website; some information may only be available by inspection.	See charges
Allotments	Website	See table of fees
Burial grounds and closed churchyards	Website	See table of fees
Civil Ceremonies	Website	See table of fees
Public conveniences	Website	
A summary of services for which the council is entitled to recover a fee, together with those fees	Website	Nil Nil
<b>Additional Information</b> Specific requests for information not covered by the above will be treated in accordance with Freedom of Information legislation.		

\* Original versions of Town Council Minutes are held in the Guildhall and can be viewed upon request. Copies of Town Council Minutes are also held in Newport Library. Electronic versions of Town Council Meetings are, once approved, available on the Town Council Website.

**Contact details:**

The Guildhall 1 High Street Newport Shropshire TF10 7AR	Telephone: 01952 814338  Email: <a href="mailto:enquiries@newportsaloptowncouncil.co.uk">enquiries@newportsaloptowncouncil.co.uk</a>	<a href="http://www.newportshropshire-tc.gov.uk">www.newportshropshire-tc.gov.uk</a>
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**MODEL PUBLICATION SCHEME SCHEDULE OF CHARGES**

<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b>BASIS OF CHARGE</b>
<b>Disbursement cost</b>	Photocopying @ 10 p per sheet (black & white)	Actual cost *
	Photocopying @ 30 p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Other</b>	Search Records (e.g. burials) £32 per hour	Actual cost

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## Request for Information - Printing Services

Name:		
Full Postal Address Including Postcode		
Contact telephone No:		
Details of request :		
Type of copy :	Method of Distribution:	Additional instructions:
Black and White	Mail	
Colour	Collect	
Date		Signature
<b>For Guildhall use</b>		
Date Received in Guildhall		
No of Pages	Colour Black and White	Postage charge
Total Cost		
Date Invoice raised	Invoice No	Date sent

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