



Policy Document Ref	025
Last Reviewed	June 2020
Review Date	July 2022
Date of Next Review	July 2024

## **PUBLICATION SCHEME**

### **Information available from Bewdley Town Council**

The Freedom of Information Act requires every public authority to have a publication scheme approved by the information Commissioner's Office (ICO), and to publish information covered by the scheme.

The Publication Scheme is based on the ICO model for public authorities and sets out Bewdley Town Council's commitment to make certain classes of information routinely available. All the information listed below is available on request in hard copy and also available on the Town Council's website [www.bewdleytowncouncil.org](http://www.bewdleytowncouncil.org).

The Council's charges for producing printed copies of this information are published towards the end of this document.

The same information can be requested by phone, email, post or in person from the Town Clerk, contact details are listed at the end of this document.

#### **CLASS 1 INFORMATION – Who we are and what we do**

Contact details of Town Clerk and Council Members	Website
Councils Committee Structure	Website
Location of Council Offices	Website
Councils Staffing Structure	Website

#### **CLASS 2 INFORMATION – What we spend and how we spend it**

(Current and previous financial year only)

Annual return form and report from Auditor	Website
Finalised budget	Website
Precept	Website
Financial standing orders and regulations	Website
Grants Given and Received	Website
List and value of current contracts awarded	Website
Members' allowances and expenses	Website

#### **CLASS 3 INFORMATION – What our priorities are and how are we doing**

(Current and previous financial year only)

Report from Annual Town Meeting	Website
Published Annual Reports	Website
Monthly Status Report – Detailed within Finance and Facilities Agenda	Website
Neighbourhood Planning	Website

#### **CLASS 4 INFORMATION – How we make decisions**

(Current and previous financial year only)

Timetable of all Town Council, committee and sub-committee meetings	Website
Agendas of all Town Council, committee and sub-committee meetings	Website
Minutes of Town Council, committee and sub-committee meetings	Website
Reports presented to Council meetings – excluding any information properly regarded as confidential	Website
Responses to Consultations	Website
Responses to Planning applications	Website
Bye-laws	Office

## **CLASS 5 INFORMATION – Our policies and procedures**

(Current information only)

Procedural Standing Orders	Website
Committee and sub-committee terms of reference	Website
Officers delegated authority	Website
Councillors Code of Conduct	Website
Grant aid policy procedures (given)	Website
Financial Regulations	Website
Equality and diversity policy	Website
Publication Scheme	Website
Privacy Notice	Website
Complaints Policy	Website
Document Retention policy	Website
Equality & Diversity policy	Website
Data protection policy	Website
Internal Financial Controls	Website
Social Media Policy	Website
Member Officer Protocol	Website
Equal Opportunities Policy	Website

## **CLASS 6 INFORMATION – List of Registers**

(Current information only)

Council Asset Register	Office
Register of Members Disclosable Pecuniary Interest	Website
Register of Gifts and Hospitality	Office

## **CLASS 7 INFORMATION – Services we offer**

(Current information only)

Civic and Town Events	Website
Responsibilities for Wyre Hill Sand Park	Website
Load Street public toilets	Website
Operation of Lengthsman Scheme	Website
Responsibilities for the maintenance of some benches/seating	Website
Responsibilities for town centre summer floral displays	Website
Responsibilities for Life Buoys	Website
Planning Application responses	Website
Responsibilities for Bus Shelters	Website
Availability of Notice Boards	Website
Community support by way of grant aid	Website
Support for voluntary groups	Website
Trustee for Wribbenhall Millennium Park Trust	Website
Riverside North Park	Website

## **Schedule of Applicable Charges**

Material which is published and accessed on the Council's website is free of charge.

Charges will be made for the following:

<b>Disbursement Costs</b>	<b>Charges</b>
Photocopying	Per side of A4 sheet black & White - 5p, colour - 25p
Postage	Actual cost of Royal Mail postage
Envelope	DL envelope - 5p, C5 envelope - 10p, C4 envelope 20p
Statutory Fees	In accordance with relevant legislation

If a charge is to be made, confirmation of the payment due will be given and payment must be made prior to the provision of any such information

**Additional charges also apply**

Council Notice Boards	To display a large A0 poster on the Beale's Corner notice board  £10.00 per week  To display A4/A5 posters on in the notice boards outside the Museum and Load Street Toilets. (Price includes all of the above)  £5.00 per week
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Payment must be made prior to posters being displayed.

For further information please contact

Bewdley Town Council  
Borough House  
6 Load Street.  
Bewdley,  
Worcestershire  
DY12 2AF

01299 400157

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