



Shepton Mallet Town Council Publication Scheme

Shepton Mallet Town Council
1 Park Road
Shepton Mallet
BA4 5BS

01749 343984

www.SheptonMallet-TC.gov.uk

Information available from Shepton Mallet Town Council under the publication scheme devised and approved by the Information Commissioner.

Information to be published	How the information can be obtained	Cost
<p>Class1 - Who we are and what we do (Organisational information, structures, locations and contacts)</p> <p>There are 16 councillors on the Town Council. The Council is the sole trustee for Collett Park Charity, the Cenotaph Charity and the Market Cross Charity.</p> <p>Contact details for councillors</p> <p>Committee structures</p> <p>Details and contact info. for the Officers and the location of the office.</p>	<p>All information is available on the website or by email from info@shepton-mallet-tc.gov.uk.</p>	<p>See costs schedule below</p>

<p>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)</p> <p>Current and previous financial year accounts</p> <p>Annual return form</p> <p>Reports by auditor</p> <p>Finalised budget for current year</p> <p>Precept for current year</p> <p>Borrowing Approval letter for previous 3 years (if any)</p> <p>Financial Standing Orders and Regulations</p> <p>Details of current contracts/orders awarded and value of contract</p> <p>Members allowances and expenses</p> <p>Grants given and received</p>	<p>Hard copy in office or email</p> <p>Website, email</p> <p>Hard copy or email</p> <p>Minutes (website), email</p> <p>Website, email</p> <p>None</p> <p>Website, email</p> <p>Hard copy or email</p> <p>Hard copy or email</p> <p>Minutes (website), email</p>	
<p>Class 3 – What our priorities are and how we are doing. (Strategies and plans, performance indicators, audits, inspections and reviews)</p> <p>Annual Report to Town Meeting</p> <p>Neighbourhood Plan</p> <p>Audit reports</p>	<p>Website, hard copy, email</p> <p>Website</p> <p>Hard copy or email</p>	

<p>Class 4 – How we make decisions (Decision making processes and records of decisions)</p> <p>Timetable of all public meetings</p> <p>Agendas for meetings: Town Council meetings, Committee meetings, sub-committee meetings</p> <p>Minutes of meetings: Town Council meetings, Committee meetings, sub-committee meetings</p> <p>Non-confidential reports to meetings</p> <p>Bye-laws</p> <p>Responses to planning applications</p>	<p>Website or email</p> <p>website or email</p> <p>website or email</p> <p>Hard copy or email</p> <p>website or email</p> <p>Hard copy or email</p>	
<p>Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information only</p> <p>Procedural standing orders</p> <p>Terms of Reference</p> <p>Scheme of Delegation</p> <p>Code of Conduct</p> <p>Complaints procedures (including those covering requests for information and operating the publication scheme)</p> <p>Policies and procedures for handling requests for information</p> <p>Records management policies: Retention & destruction</p> <p>Policy statements</p>	<p>All finalised info is available through the website, or via email.</p>	
<p>Class 6 – Lists and Registers</p>		

<p>Currently maintained lists and registers only</p> <p>Disclosure Log (indicating the information that has been provided in response to requests) Complaints log</p> <p>Assets Register Register of Members' interests</p>	<p>All information not protected by way of Data Protection is available by email.</p> <p>Email Website or email</p>	
<p>Class 7 – The services we offer (Information about the services we offer) Current information only</p> <p>Parks, playing fields and recreational facilities Seating, litter bins, clocks, memorials and lighting Bus shelters</p> <p>Allotments: Lease agreement, list of annual rent, number on waiting list</p> <p>Collett Park Charity: 9 councillor members, 6 regular meetings per year with agenda and minutes Cenotaph Charity: 7 councillor members, 2 meetings per year with agenda and minutes Market Cross Charity 7 councillor members, meetings TBC with agenda and minutes</p>	<p>All information detailing the services is available on the website, in hard copy or by email.</p> <p>Hard copy or email</p> <p>Website or email</p>	

Contact details:

Sam Winter, Town Clerk
Town Council Offices
1 Park Road
Shepton Mallet
Somerset
BA4 5BS

Phone: 01749 343984

Email: info@sheptonmallet-tc.gov.uk

SCHEDULE OF CHARGES

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 10p per sheet (B & W)	Based on computer printing
	Photocopying @ 20p per sheet (colour)	Based on computer printing
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with any relevant legislation that might apply. The statute applicable will be stated.