



## WEM TOWN COUNCIL PUBLICATION SCHEME

Publication scheme as required under section 19 (2) of the freedom of information act 2000 revised December 2008 and adopted 1 January 2009. Reviewed May 2018, May 2019, June 2021.

### Wem Town Council

#### Access to information

Under the Freedom of Information Act the Town Council is obliged to set up a Publication Scheme containing details of the information the Council routinely publishes and which the public is able to access.

A copy of the Publication Scheme is enclosed. The scheme is designed to promote openness and accountability to the people of Wem, whom the Council serves and represents.

Any resident can request access to information by writing to the Town Clerk at Edinburgh House, New Street, Wem SY4 5DB.

Excluded from the scheme is any general correspondence sent or received by the Council and all information relating to private individuals by virtue of it being personal data under the General Data Protection Regulations 2018

The information is held as paper copy only. Charges for the information will be at the discretion of the Town Clerk but will not be more than £1 per sheet. Further details of the scheme can be obtained from the Town Clerk.

The Council hopes this note is helpful but if you require any further details please do not hesitate to contact the Town Clerk on 01939 232733.

#### CLASSES OF INFORMATION

<b>1.Council Information</b>	<b>How the information can be obtained</b>
Membership of the Council and Committees	Website Hard copy
Contact details of Clerk and Councillors	Website Hard copy
Location of main office and accessibility details	Website Hard copy
Staffing Structure	Website Hard copy
<b>2.Financial Information</b>	<b>How the information can be obtained</b>
Annual Return Form and annual statutory report by Auditor	Hard copy

Annual Budget	Website Hard copy
Precept request	Hard copy
Borrowing approval letter(s)	Hard copy
Financial Standing Orders and Regulations	Website Hard copy
Grants given and received	Hard copy
List of current contracts	Hard copy
Members' expenses	Hard copy

<b>3.Priorities</b>	<b>How the information can be obtained</b>
Annual Report	Hard copy Website
Local Charters drawn up in accordance with DCLG guidelines	n/a

<b>4.Decision Making</b>	<b>How the information can be obtained</b>
Timetable of Meetings	Hard copy Website
Agendas	Website Hard copy
Minutes of Council, Committee and Sub Committee meetings –limited to the last two years (excluding any confidential items)	Website Hard copy
Reports presented to meeting (excluding any confidential items)	Hard copy
Responses to planning applications	Hard copy
Responses to consultation documents	Hard copy

<b>5.Policies and Procedures</b>	<b>How the information can be obtained</b>
Standing Orders (procedures) for the conduct of council business	Hard copy Website

Terms of reference for Committees and sub committees.	Website Hard copy
Code of conduct	Website Hard copy
Members Declaration of acceptance of office	Hard copy
Health and Safety policy	Hard copy
Equality and diversity policy	Hard copy
Policies and procedures for handling of requests for information	Website Hard copy
Complaints procedure	Website Hard copy
Data Protection policies	Website Hard copy

<b>6.Assets</b>	<b>How the information can be obtained</b>
Assets Register	Hard copy Website
<i>Plan of Allotments (and Standard Tenancy Agreement) Exclusions –individual tenancy agreements and rent payment records under both privacy and data protection laws.</i>	Hard copy
<i>Plan of Burial Ground and General Policies Exclusions –all documentation relating to individual applications and registrations under both privacy and data protection laws.</i>	Website Hard copy
Members Register of Interests	Hard copy / Shropshire Council website
Register of gifts and hospitality	Hard copy

<b>7. Services</b>	<b>How the information can be obtained</b>
Allotments	Inspection
Burial Ground	Inspection
Recreation Grounds / play areas	Inspection
Street Lighting	Inspection
Seating and bus shelters	inspection
Public Conveniences	Inspection

## Charges for the Information

Charges for copies of the information will be at the discretion of the Town Clerk but will not exceed the sum of £1 per sheet. To inspect the information will be free.

The information is held by the Council in paper copy only and any requests to access it should be made in writing to

The Town Clerk  
Wem Town Council  
Edinburgh House  
New Street  
Wem  
SY4 5DB

For further information or clarification of the information available under the Scheme please contact the Town Clerk either by writing to the above address, by telephone 01939 232733 or by email [info@wem.gov.uk](mailto:info@wem.gov.uk).