



Information available from Ludlow Town Council under the Model Publication scheme

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>This will be current information only</p> <p>N.B. Councils should already be publishing as much information as possible about how they can be contacted.</p>	<p>(hard copy and/or website)</p> <p>Web Site</p>	
<p>Who's who on the Council and its Committees</p>	<p>Web Site</p>	
<p>Contact details for Parish Clerk , staff and Council members (named contacts where possible with telephone number and email address.</p>	<p>Web Site</p>	
<p>Location of main Council office and accessibility details</p>	<p>Web Site</p>	
<p>Staffing structure</p>	<p>During Office Hours from The Town Council Offices The Buttercross</p>	<p>A3 20p</p>

	Ludlow Town Council SY8 1AP* ("Council Offices")*	
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)	(hard copy and/or website)	
Current and previous financial year as a minimum	Within P&F Committee pages of the Web Site	
Annual return form and report by auditor	Web Site when finalised	
Finalised budget	Web Site under P&F Committee pages	
Precept	“ “	
Borrowing Approval letter	Council Offices	10p per page
Financial Standing Orders and Regulations	Web Site	
Grants given and received	Council Offices	
List of current contracts awarded and value of contract	Council Offices	
Members' allowances and expenses	Council Offices	
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)	(hard copy or website)	
Parish Plan (current and previous year as a minimum)	Web Site	
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Web Site	
Quality status	Within P&F Committee	

	Reports on the Web Site	
Local charters drawn up in accordance with DCLG guidelines		
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum	(hard copy or website)	
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Web Site	
Agendas of meetings (as above)	Web Site	
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Web Site	
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Web Site	
Responses to consultation papers	If any they will be available at the Council Offices	
Responses to planning applications	With the Representational Committee minutes on the Web Site	
Bye-laws	Council Offices	10p per page
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)		

LIST TO BE ADDED		
Current information only	Web Site	
Policies and procedures for the conduct of council business: Procedural standing orders Committee and sub-committee terms of reference 'outline of what the committees do' Delegated authority in respect of officers Code of Conduct Policy statements	Web Site	
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 Recruitment policies (including current vacancies) Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme)	Council Officers	10p per sheet
Information security policy	Web Site	
Records management policies (records retention, destruction and archive)	Web Site	
Data protection policies	Web Site	
Schedule of charges (for the publication of information)	Web Site	

Class 6 – Lists and Registers	(hard copy or website; some information may only be available by inspection)	
Currently 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	Council Offices	
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)	Council Offices	
Register of members' interests	Council Offices	
Register of gifts and hospitality	Council Offices	
Class 7 – The services we offer	(hard copy or website; some information may only be available by inspection)	
(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)		
Current information only		
Allotments	Web Site	
Burial grounds and closed churchyards	Council Offices	
Community centres and village halls	None	
Parks, playing fields and recreational facilities	Web Site	
Seating, litter bins, clocks, memorials and lighting	Council Offices	
Bus shelters	Council Offices	
Markets	Council Offices	
Public conveniences	Council Offices	
Agency agreements	Council Offices	
A summary of services for which the council is entitled to recover a fee, together		

with those fees (e.g. burial fees)	Web Site	
Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above		

Contact details:

reception@ludlow.gov.uk

or

**Town Clerk
Ludlow Town Council
The Stable Block
Stone House
Corve Street
Ludlow
SY8 1DG
01584 838 010**

SCHEDULE OF CHARGES

This describes how the charges have been arrived at and should be published as part of the guide.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ ..10 p per sheet (black & white)	Actual cost * iro 10p including toner in the colour printer
	Photocopying @ ..p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)
Other		

* the actual cost incurred by the public authority