

Information available from Oswestry Town Council under the Model Publication Scheme

Information to be published	How the information can be obtained
<p>Class 1 – Who we are and what we do</p> <p>(Organisational information, structures, locations and contacts). This will be current information only</p>	Website or via email if practicable
Who’s Who on the Council and its Committees	Website and Annual Report
Contact details for Council and Council members (named contacts where possible with telephone number and email address, if used)	
Location of main Council office and accessibility details	Website
Staffing structure	Website
<p>Class 2 – what we spend and how we spend it</p> <p>(Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit) – hard copies available upon request</p> <p>Current and previous financial year as a minimum</p>	Website
Annual return form and report by auditor	Website with Agendas
Finalised budget	Website with Agendas
Precept (this is recorded in various places)	Website
Borrowing Approval Letter	n/a
Financial Standing Orders and Regulations	Website and hard copy
Grants given and received	Website

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List of current contracts awarded and value of contract	Hard copy
Members' expenses	n/a
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)	
Corporate Plan	Website
Annual Report to Town Meeting (current and previous year as a minimum). This is also published in Oswestry Life.	Website
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum	Website
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Website and hard copy
Agenda of meetings (as above)	Website and hard copy
Minutes of meetings (as above) – Note: this will exclude information that is properly regarded as private to the meeting.	Website and hard copy
Reports presented to Council meetings – Note: this will exclude information that is properly regarded as private to the meeting	Website and hard copy
Responses to consultation papers – Note: recorded in the minutes of meetings	Website

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Responses to planning applications – Note: recorded in the minutes of meetings	Website
Bye-laws	Hard copy
<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>	Website
Policies and procedures for the conduct of Council Business	Website
Procedural Standing Orders	Website
Committee and sub-committee terms of reference	Website
Delegated authority in respect of officers (Scheme of Delegation)	Website
Code of Conduct	Website
Policy Statements	Website
<p>Policies and procedures for the provision of services and about the employment of staff.</p> <p>Internal policies relating to the delivery of services</p> <p>Equality and Diversity policy</p> <p>Health and Safety policy</p> <p>Recruitment policies (including current vacancies)</p> <p>Policies and procedures for handling requests for information</p> <p>Complaints procedures (including those covering requests for information and operating the publication scheme)</p>	<p>Website</p> <p>Website</p> <p>Website</p> <p>Website</p> <p>Website and hard copy</p> <p>Website</p>

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Information security policy	Hard copy
Records Management policies (records retention, destruction and archive)	Hard copy
Data Protection policies	Website
Schedule of Charges (for the publication of information)	n/a
Class 6 – Lists and Registers	n/a
Currently maintained lists and registers only	
Any publicly available register of list	n/a
Asset Register	Hard copy
Disclosure log (indicating the information that has been provided in response to requests: recommended as good practice, but may not be held by Town Councils)	n/a
Register of Members' Interests	Website
Register of gifts and hospitality	Hard copy
Class 7 – The services we offer	
(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)	
Current information only	Website and hard copy
Allotments	Website and hard copy
Burial grounds and closed churchyards	Website

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Community centres and village halls	n/a
Parks, playing fields and recreational facilities	Website
Seating, litter bins, clocks, memorials and lighting	Website
Bus shelters	Website
Markets	Website
Public conveniences	Website
Agency agreements	Website
A summary of services for which the Council is entitled to recover a fee, together with those fees (eg burial fees)	Website and hard copy

Contact Details:

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Next Review June 2024