



WELLINGTON TOWN COUNCIL PUBLICATION SCHEME

Information available from Wellington Town Council

Wellington Town Council is committed to ensuring openness and transparency in all its affairs and activities. To support this intention the Council will make publicly available the information listed below.

All of the information detailed below is on Wellington Town Council's website: wellingtontowncouncil.co.uk

Paper copies of all documents are available from the Town Clerk at a cost of 5p per sheet for black and white print and 10p for colour copies.

Copy documents can be provided in large print, on request.

Adopted: September 2019

Review date: October 2023

And 4-yearly thereafter.

1 - Who we are and what we do

Organisational information, structures, locations and contacts

Wellington Town Council comprises 15 elected Councillors across 5 wards. Full scale elections are held 4-yearly. Interim vacancies are filled through co-option or election. The Council elects a Mayor each year who acts as Chairman.

Names and contact details for Councillors are listed on the Council's website.

The Council's purpose is to represent the town and promote the interests and wellbeing of local people, commerce and the wider Community.

The Council has a range of Committees, re-elected each Council year:

- Staffing and Resources
- Finance
- Allotments
- Environment and Open Spaces
- Community safety

Additional Working Groups, also re-elected annually:

- Town Centre Working Group
- Neighbourhood Plan Working Group
- Playing Pitch Strategy

Councillors also sit on a range of external groups within the local Community, again elected annually.

A document summarising Council membership on Committees, Working Groups and external groups is published each year.

Premises and Contact Details

The Council's Office at 28 Fore Street, Wellington TA21 8AQ is open from 9am to 12 noon on week-days, but appointments are available outside of these hours by prior arrangement.

The office is located on the first floor but ground floor access can be arranged for callers if requested.

Telephone: 01823 662855

Email: info@wellingtontowncouncil.co.uk

Staffing structure

The Clerk Kathryn Hemensley is the Council's Proper Officer and Responsible Financial Officer and is supported by the following staff at the Council Office:

- Deputy Clerk
- Assistant Clerk
- Financial Assistant

The Council also employs a Community Warden to carry out repairs and grounds maintenance around the town.

2 – What we spend and how we spend it

Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit

Current and previous financial year information as a minimum:

- Annual return form and report by auditor
- Finalised budget
- Precept
- Financial Standing Orders and Regulations
- Grants given and received
- List of current contracts awarded and value of contract
- Members' allowances and expenses

3 – What our priorities are and how we are doing

Strategies and plans, performance indicators, audits, inspections and reviews

Current and previous year documentation as a minimum:

- Parish Plan
- Annual Report to Parish Meeting.

4 – How we make decisions

Decision making processes and records of decisions

Current and previous year information as a minimum.

- Timetable of all meetings for Council, Committee, Working Group and Parish
- Agendas of meetings (as above)
- Minutes of meetings (as above)
- Responses to consultation papers
- Responses to planning applications
- Bye-laws

Class 5 – Our policies and procedures

Current Protocols, policies and procedures for delivering our services and responsibilities

Current information only

Policies and procedures for conducting council business:

- Procedural Standing Orders
- Committee and Working Group terms of reference
- Delegated authority in respect of staff
- Code of Conduct
- Policy statements
- Schedule of charges (for the publication of information)

Policies and procedures for employing staff:

- Equality and diversity policy
- Grievance and Discipline procedures
- Health and safety policy
- Recruitment policies (including current vacancies)

Policies and procedures for the provision of services

- Internal policies relating to the delivery of services
- Health and safety policy e.g. public safety, play areas
- Letter handling procedures
- Policies and procedures for handling requests for information
- Complaints procedures relating to requests for information and the publication scheme

Policies and procedures for the security of Council records

- Information security policy
- Records management policies (records retention, destruction and archive)
- Data protection policies

6 – Lists and Registers

Currently maintained lists and registers only

- Any publicly available register or list
- Assets Register
- Register of members' interests
- Register of gifts and hospitality

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

- Allotments
- Burial grounds
- Community centres and village halls
- Parks, playing fields and recreational facilities
- Seating, litter bins, clocks, memorials and lighting
- Bus shelters
- Markets
- Public conveniences
- Service Level Agreements