

Information available from Upton upon Severn Town Council Publication Scheme

Upton upon Severn Town Council

Memorial Hall, Old Street, Upton upon Severn, WR8 0HA

Tel: 01684 592273

Email: clerk@uptonuponsevern-tc.org.uk

Website: www.uptonuponsevern-tc.org.uk

Clerk: Mrs Jo Adams

Information to be published	How the information can be obtained	Cost
Class 1 - Who we are and what we do		
Who's who on the Town Council	Website/ paper or email copy	
Contact details for Town Clerk and Council members	Website/ paper or email copy	
Class 2 – What we spend and how we spend it		
Annual return form and report by auditor	Website/ paper or email copy	
Finalised budget	Hard Copy /Email	
Precept	Hard Copy /Email	
Class 3 – What our priorities are and how we are doing		
Annual Report to Town Meeting	Website/ paper or email copy	

Class 4 – How we make decisions		
Timetable of meetings (Council and committee meetings)	Website/ paper or email copy	
Agendas of meetings (as above)	Website/ paper or email copy	
Minutes of meetings (as above)	Website/ paper or email copy	
Responses to consultations	See Minutes of Meetings	
Responses to planning applications	See Minutes of Meetings	
Class 5 – Our policies and procedures		
The Town Council and Councillors conduct themselves in accordance with the “Code of Conduct” and the “Ten General Principles of Public Life”.	Available on website	
Council policies	Website/ paper or email copy	

Class 6 – Lists and Registers		
Assets Register	Website	
Register of members' interests	Website	
Class 7 – The services we offer		
Allotments at the Graftons and the Cemetery; Cemetery; Playing Field; Car Park (Old Street); Village Green and Picnic Area, East Waterside; Play Areas at Tunnel Hill and New Street; Stocks Yatt Meadow	Details available from the Clerk	
Buildings: Memorial Hall: Old Street, Upton upon Severn, WR8 0HA; Cemetery Chapel, Rectory Road Upton upon Severn WR8 0LU	Details available from the Clerk	
Bus shelters, benches, litter bins, moorings (opposite Regal Garage) and at town steps; festival lights	Details available from the Clerk	

SCHEDULE OF CHARGES

TYPE OF CHARGE	DESCRIPTION	CHARGE
Administration	Photocopying @ 15p per sheet (black & white only)	First 20 sheets free of charge
Administration	Postage and Packaging	First 20 sheets sent free of charge otherwise actual cost of Royal Mail standard 2 nd class