



Ross-on-Wye Town Council

Publication Scheme

The following records are held by Ross-on-Wye Town Council and copies can be obtained by submitting a request to the Clerk to the Town Council.

All documents listed are available by email or can be photocopied on request. A charge of £0.20 per page will be made plus any postage and packing costs if hard copies are issued. Only one copy of each document will be supplied on request. Notices of Council Meetings will also be displayed on the Town Council's notices board. Documents marked below with an * can be found on the website.

ADMINISTRATION

- Agendas and Notices of Full Council, Committees and Sub Committees *
- Minutes of meetings of Full Council, Committees and Sub Committees *
- Timetable of Scheduled Meetings *

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BURIAL GROUND

- Cemetery Policy *
- Fees *
- Plans

All documentation relating to individual applications and registrations will be excluded under both privacy and data protection laws.

COUNCILLORS

- Committee membership *
- Contact Details *
- Members' Declarations of Acceptance of Offices
- Members' Register of interests *
- Representation on outside bodies *

COUNCIL POLICIES AND CIRCULARS

- Annual Report *
- Complaints handling procedure *
- Data Protection Policy*
- Financial Regulations *
- Newsletters *
- Standing Orders and Code of Conduct *

EMPLOYMENT

- Job descriptions
- Terms & Conditions

Exclusions: appraisals, sickness records, contracts of employment or specific salary details.

FINANCE

- Annual return to Auditor – last financial year only
- Budget *
- External Auditor's report – last financial year only
- Fixed Asset Register
- Insurance policy – last year only
- Precept request

Commercially sensitive documents will not be made available, e.g. quotations and tenders and loan documentation.

PERIODIC ELECTORAL REVIEW

- Information relating to the last Boundary Review of the council area
- Information relating to the last Periodic Electoral Review of the council area

PLANNING

- Responses to applications (in Planning Minutes) *
- Town Plan *

Reviewed by Policy & Management Committee January 2018