



MALMESBURY TOWN COUNCIL

Information available from Malmesbury Town Council under the publication scheme

This publication scheme is organised into seven classes:

- Who we are and what we do
- What we spend and how we spend it
- What our priorities are and how we are doing
- How we make decisions
- Our policies and procedures
- Lists and registers
- The services we offer

Charges which may be made for information published under this scheme

The purpose of this scheme is to make the maximum amount of information readily available at minimum inconvenience and cost to the public.

Charges made by the authority for routinely published material will be justified and transparent. All information is available in hard copy, charged at 15p per side. Links to website documents can be provided via email as per request.



MALMESBURY TOWN COUNCIL

Information to be published	Available on website
Class1 - Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only.	
Who's who on the Council and its Committees	✓
Contact details for Town Clerk and Council members (named contacts where possible with telephone number and email address (if used))	✓
Location of main Council office and accessibility details	✓
Staffing structure	✓
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) Current and previous financial year as a minimum	
Annual return form and report by auditor	✓
Finalised budget	
Precept Request	
Financial Standing Orders and Regulations	✓
Grants given and received	
List of current contracts awarded and value of contract	

Adopted at Policy & Resources on 10th February 2026

Review January 2027



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Information to be published	Available on website
Members' allowances and expenses	
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)	
Neighbourhood Plan	✓
Current Business Plan	✓
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum	
Timetable of Council meetings	✓
Agendas of Council meetings	✓
Minutes of meetings (as above) – n.b. this will exclude information that is properly regarded as private to the meeting.	✓
Reports presented to council meetings – this will exclude information that is properly regarded as sensitive on personnel or commercial grounds.	
Responses to consultation papers	
Responses to planning applications	✓



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Information to be published	Available on website
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only	
Policies and procedures for the conduct of council business	✓
Policies and procedures for the provision of services and about the employment of staff	✓
Records management policies (records retention, destruction and archive)	
Data protection policies	
Schedule of charges (for the publication of information)	✓
Class 6 – Lists and Registers Currently maintained lists and registers only	
Assets register	✓
Register of members' interests	✓
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	
Burial grounds	✓
Parks, playing fields and recreational facilities	✓

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Information to be published	Available on website
Bus shelters	✓
Public conveniences	✓
Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above	