

This document is currently under review and will shortly be replaced with an up-to-date version.



MONTGOMERY TOWN COUNCIL CYNGOR TREF TREFALDWYN

Information available from Montgomery Town Council under the model publication scheme

Clerk's contact details

Glenys Smith, Town Clerk, 2 Siop Fach, Kerry, Newtown, Powys, SY16 4LP

Telephone – 07855054302

Email – townclerk@montgomery-wales.uk

Note: Where information found on the website is referred to below, anyone not able to access information online can contact the clerk to receive information by an alternative means

Information to be published	How the information can be obtained
Class 1 – Who are we and what we do Who's who on the Council and its committees	
Contact details for Clerk and Council members (named contacts where possible with telephone number and e mail address (is used)	Website - www.montgomery-wales.uk NB some individual councillors do not have e mail addresses
Location of main Council officer and accessibility details	The council does not have an office, clerk's details via the website. Council meetings are held at the Town Hall, Broad Street Montgomery.

Staffing structure	Currently 1 part time Clerk. Clerk details via website.
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)	
Annual return form and report by auditor	Notice posted in the main Town Notice Board. Copies available on request from the Clerk. Website
Finalised budget	Via the minutes, Website
Precept	Via Minutes, website
Borrowing Approval letter	Website
Financial Standing Orders and Regulations	Available for inspection by appointment with the clerk. Website
Grants given and received	Via the minutes, Website
List of current contracts awarded and value of contract	Via the minutes, Website
Members allowances and expenses	Via the minutes, Website
Class 3 – What our priorities are and how we are doing (Strategies and plan, performance indicators, audits, inspections and reviews)	
Community Plan (current and previous year as a minimum)	No plans in place
Local charters drawn up in accordance with WAG, OVW & WLGA guidelines	No charter in place directly, although Montgomery forms part of the North Powys area committee of OVW which negotiates charters.
Agenda's of meetings	Notice Board, Website
Minutes of Meetings – NB this will exclude information that is properly regarded as private to the meeting.	Website
Reports presented to council meetings - NB this will exclude information that is properly regarded as private to the meeting	Hard Copy
Responses to Planning applications	Website

Class 5 – Our policies and procedures	
Employment Policies	Website
Health & Safety Policies	Website
Standing Orders and Financial Regulations	Website
Committees terms of reference	Website
Code of Conduct	Website
Complaint Procedures	Website
Class 6 -Lists & Registers	
Asset Register	Hard Copy
Register of Members' interests – not compulsory in Wales	
Declarations of Members Interests made in meetings	Minutes, Website
Class 7 – The services we offer	
Allotments	Contact Clerk
Play Parks, Recreation Ground	
Seating, Litter bins, Clock, Memorial	
Market	Thursday Charter Market
Public Conveniences	
Town Hall	Website