

Information available from Ponthir Community Council under the model publication scheme

Information to be published	How the information can be obtained	Cost
<p>Class1 - Who we are and what we do (Organisational information, structures, locations and contacts)</p> <p>This will be current information only</p> <p>N.B. Councils should already be publishing as much information as possible about how they can be contacted.</p>	(hard copy and/or website)	
Who's who on the Council and its Committees	Website Community Council Noticeboards Hard copy from Council	Free Free Free
Contact details for Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website Community Council Noticeboards Hard Copy from Council	Free Free Free
Location of main Council office and accessibility details	Website Community Council Noticeboards	Free Free Free
Staffing structure	N/A	N/A

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	(hard copy and/or website)	
Annual return form and report by auditor	Website Hard Copy	Free 10p per sheet
Finalised budget	Hard Copy	10p per sheet
Precept	Hard Copy	10p per sheet
Borrowing Approval letter	N/A	N/A
Financial Standing Orders and Regulations	Website Hard Copy	Free 10p per sheet
Grants given and received	Hard Copy	10p per sheet
List of current contracts awarded and value of contract	N/A	N/A
Members' allowances and expenses	Website Hard Copy	Free 10p per sheet
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)	(hard copy or website)	
Community Plan (current and previous year as a minimum)	N/A	N/A
Local charters drawn up in accordance with WAG, OVW & WLGA guidelines	N/A	N/A

Class 4 – How we make decisions (Decision making processes and records of decisions)	(hard copy or website)	
Current and previous council year as a minimum		
Timetable of meetings (Council, any committee/sub-committee meetings and community meetings)	Website Hard Copy	Free 10p per sheet
Agendas of meetings (as above)	Website Hard Copy	Free 10p per sheet
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Website Hard Copy	Free 10p per sheet
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Website Hard Copy	Free 10p per sheet
Responses to consultation papers	Hard Copy	10p per sheet
Responses to planning applications	Hard Copy	10p per sheet
Bye-laws	N/A	N/A
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)	(hard copy or website)	
Current information only		
Policies and procedures for the conduct of council business: Procedural standing orders	Website Hard Copy	Free 10p per sheet
Committee and sub-committee terms of reference	Hard Copy	10p per sheet
Delegated authority in respect of officers	Hard Copy	10p per sheet

Code of Conduct Policy statements	Hard Copy Hard Copy	10p per sheet 10p per sheet
Policies and procedures for the provision of services and about the employment of staff: Internal policies relating to the delivery of services Equality and diversity policy Health and safety policy Recruitment policies (including current vacancies) Policies and procedures for handling requests for information	Hard Copy Hard Copy N/A Model Publication Scheme from Information Commissioner's Office	10p per sheet 10p per sheet N/A Free
Records management policies (records retention, destruction and archive)	Website Hard Copy	Free 10p per sheet
Data protection policies	Hard Copy	10p per sheet
Schedule of charges (for the publication of information)	As detailed in this schedule.	N/A
Class 6 – Lists and Registers		
Currently maintained lists and registers only	(hard copy or website; some information may only be available by inspection)	
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)		
Assets Register	Hard Copy	10p per sheet
Disclosure log (indicating the information that has been provided in response to requests; recommended as good practice, but may not be held by community councils)	Hard Copy	10p per sheet

Register of members' interests	Website Hard Copy	Free 10p per sheet
Register of gifts and hospitality	Hard Copy	10p per sheet
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	(hard copy or website; some information may only be available by inspection)	
Allotments	N/A	N/A
Burial grounds and closed churchyards	N/A	N/A
Community centres and village halls	N/A	N/A
Parks, playing fields and recreational facilities	N/A	N/A
Seating, litter bins, clocks, memorials and lighting	N/A	N/A
Bus shelters	N/A	N/A
Markets	N/A	N/A
Public conveniences	N/A	N/A
Agency agreements	N/A	N/A
Community Matters Newsletter	Website	Free
A summary of services for which the council is entitled to recover a fee, together with those fees (eg burial fees)	N/A	N/A
Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above		

Contact details:**Karen Price, Clerk to Ponthir Community Council****11, Stokes Court,****Ponthir,****Newport.****NP18 1RY****Telephone Number: 07971948351****E-Mail Address: clerk@ponthircommunitycouncil.gov.uk****SCHEDULE OF CHARGES**

This describes how the charges have been arrived at and should be published as part of the guide.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ .10.p per sheet	Actual cost *
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee We do not charge for processing requests under the Freedom of Information Act, providing that the cost of processing does not exceed the statutory limit of £450. This allows for 18 hours (two and-a-half-days) of time at a rate of £25 per hour. When estimating how long it will take to process a request we take into account the time it will take us to locate, retrieve and extract the information requested.		In accordance with the relevant legislation Freedom of Information Act 2000
Subject Access Requests	An individual's right for information on their own personal details held by the Community Council.	Free of Charge

* the actual cost incurred by the public authority