Information available from Ponthir Community Council under the model publication scheme - Version One July 2023

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

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| **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 | WebsiteHard Copy | Free20p per sheet |
| Finalised budget | Hard Copy | 20p per sheet |
| Precept | Hard Copy | 20p per sheet |
| Borrowing Approval letter | N/A | N/A |
| Financial Standing Orders and Regulations | Website Hard Copy | Free20p per sheet |
| Grants given and received | Hard Copy | 20p per sheet |
| List of current contracts awarded and value of contract | N/A | N/A |
| Members’ allowances and expenses | Website Hard Copy | Free20p per sheet |
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| **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 |
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| **Class 4 – How we make decisions**(Decision making processes and records of decisions)Current and previous council year as a minimum | (hard copy or website) |  |
| Timetable of meetings (Council, any committee/sub-committee meetings andcommunity meetings) | WebsiteHard Copy | Free20p per sheet |
| Agendas of meetings (as above) | Website Hard Copy | Free20p per sheet |
| Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting. | WebsiteHard Copy | Free20p per sheet |
| Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting. | Website Hard Copy | Free20p per sheet |
| Responses to consultation papers | Hard Copy | 20p per sheet |
| Responses to planning applications | Hard Copy | 20p per sheet |
| Bye-laws | N/A | N/A |
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| **Class 5 – Our policies and procedures**(Current written protocols, policies and procedures for delivering our services and responsibilities)Current information only | (hard copy or website) |  |
| Policies and procedures for the conduct of council business: Procedural standing ordersCommittee and sub-committee terms of reference Delegated authority in respect of officers | Website Hard CopyHard Copy Hard Copy | Free20p per sheet20p per sheet 20p per sheet |

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| Code of Conduct Policy statements | Hard Copy Hard Copy | 20p per sheet 20p 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 policyHealth and safety policyRecruitment policies (including current vacancies)Policies and procedures for handling requests for information | Hard Copy Hard Copy N/AModel Publication Scheme from Information Commissioner’s Office | 20p per sheet 20p per sheet N/AFree |
| Records management policies (records retention, destruction and archive) | WebsiteHard Copy | Free20p per sheet |
| Data protection policies | Hard Copy | 20p per sheet |
| Schedule of charges (for the publication of information) | As detailed in thisschedule. | N/A |
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| **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 mostcircumstances existing access provisions will suffice) |  |  |
| Assets Register | Hard Copy | 20p 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 | 20p per sheet |

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| Register of members’ interests | Website Hard Copy | Free20p per sheet |
| Register of gifts and hospitality | Hard Copy | 20p 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, togetherwith those fees (eg burial fees) | N/A | N/A |
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| **Additional Information**This will provide Councils with the opportunity to publish information that is not itemised in the lists above |  |  |
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**Contact details:**

**Clare Danaher, Clerk to Ponthir Community Council 37 Oaklands,**

**Ponthir, Newport. NP18 1GS**

**Telephone Number: 07454 988250**

**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.

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| **TYPE OF CHARGE** | **DESCRIPTION** | **BASIS OF CHARGE** |
| **Disbursement cost** | Photocopying @ .20.p per sheet | Actual cost \* |
|  | Postage | Actual cost of Royal Mail standard 2nd 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 |
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| **Subject Access Requests** | An individual’s right for information on their own personal details held by the CommunityCouncil. | Free of Charge |

\* the actual cost incurred by the public authority