

Information available from Pendoylan 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) This will be current information only N.B. Councils should already be publishing as much information as possible about how they can be contacted.</p>	<p>On the website or on request to the Clerk to the Council Tel: 01446 760685 Email: enquiries@pendoylancommunity.org</p>	<p>Documents available on the website are freely available to download.</p> <p>Any other requests will be posted by Royal Mail UK Confirmed postage.</p> <p>Costs for posting documents are:</p> <p>25 pence per page copied for B&W plus Royal Mail UK Confirmed postage costs.</p> <p>30 pence per page copied for Colour plus Royal Mail UK Confirmed postage costs.</p> <p>In cases where large bulk of papers are requested, a charge for processing would be decided as and when, and all requests to be paid for before the information is sent out.</p>
Who's who on the Council and its Committees	As above	As above
Contact details for Clerk and Council members (named contacts where possible with telephone number and email address (if used))	As above	As above
Location of main Council office and accessibility details	No office	As above
Staffing structure	The Council employs a Clerk	As above
<p>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</p>	As above	As above
Annual return form and report by auditor	As above	As above
Finalised budget	As above	As above
Precept	As above	As above
Borrowing Approval letter	As above	As above
Financial Standing Orders and Regulations	As above	As above
Grants given and received	As above	As above
List of current contracts awarded and value of contract	As above	As above
Members' allowances and expenses	As above	As above
Class 3 – What our priorities are and how we are	As above	As above

doing (Strategies and plans, performance indicators, audits, inspections and reviews)		
Community Plan (current and previous year as a minimum)	Not applicable	As above
Local charters drawn up in accordance with WAG, OVW & WLGA guidelines	Not applicable	As above
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum	As above	As above
Timetable of meetings (Council, any committee/subcommittee meetings and community meetings)	On the website or via the clerk- As above	As above
Agenda sof meetings	On the website, on notice boards, or via the clerk - As above	As above
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	On the website, on notice boards, or via the clerk - As above	As above
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	As above	As above
Responses to consultation papers	As above	As above
Responses to planning applications	As above	As above
Bye-laws	Not applicable	As above
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only	On the website or via the clerk - As above	As above As above
Policies and procedures for the conduct of council business: Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements	On the website or via the clerk - As above	As above
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 Complaints procedures (including those covering requests for information and operating the publication scheme)	On the website or via the clerk - As above	As above
Information security policy	As above	As above
Records management policies (records retention, destruction and archive)	As above	As above
Data protection policies As above As above Schedule of charges)for the publication of information) As	As above	As above
Class 6 – Lists and Registers Currently maintained lists and registers only	As above	As above
Any publicly available register or list (if any are held		As above

this should be publicised; in most circumstances existing access provisions will suffice)		
Assets Register		As above
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)		As above
Register of members' interests	On the website or via the clerk - As above	As above
Register of gifts and hospitality	On the website or via the clerk - As above	As above
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	As above	As above
Allotments	As above	As above
Burial grounds and closed churchyards	As above	As above
Community centres and village halls	As above	As above
Parks, playing fields and recreational facilities	As above	As above
Seating, litter bins, clocks, memorials and lighting	As above	As above
Markets	N/A	As above
Bus shelters	As above	As above
Public conveniences	N/A	As above
Agency agreements	As above	As above
A summary of services for which the council is entitled to recover a fee, together with those fees (eg burial fees)	As above	As above
Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists	As above	As above

Contact details: As above

SCHEDULE OF CHARGES

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 25p per sheet (black & white)	Cost of paper, ink and admin costs*.
	Photocopying @ 30p per sheet (colour)	Cost of paper, ink and admin costs*.
	Postage	Actual cost of Royal Mail UK Confirmed
Statutory Fee		None
Other		Time of the Clerk for bulk requests

