

Information available from CHURCHSTOKE 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 or website)	
Who's who on the Council and its Committees	Website Notice Boards Hard Copy – contact Clerk	Free Free 10p/sheet + post
Contact details for Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website Notice Boards Hard Copy – contact Clerk	Free Free 10p/sheet + post
Location of Council office and accessibility details	Website Notice Boards Hard Copy – contact Clerk	Free Free 10p/sheet + post
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	(hard copy or website)	
Annual return form and report by auditor	Hard Copy – contact Clerk	10p/sheet + post
Finalised budget	Hard Copy – contact Clerk	10p/sheet + post
Precept	Hard Copy – contact Clerk	10p/sheet + post
Borrowing Approval letter	Hard Copy – contact Clerk	10p/sheet + post
Financial Standing Orders and Regulations		
Grants given and received (included in minutes)	Website Notice Boards Hard Copy – contact Clerk	Free Free 10p/sheet + post
List of current contracts awarded and value of contract (included in minutes)	Website Notice Boards Hard Copy – contact Clerk	Free Free 10p/sheet + post
Members' allowances and expenses (Chairman only; included in minutes)	Website Notice Boards Hard Copy – contact Clerk	Free Free 10p/sheet + post
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)		
Local charters drawn up in accordance with WAG, OVW & WLGA guidelines		

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 and community meetings)	Website Notice Boards Hard Copy – contact Clerk	Free Free 10p/sheet + post
Agendas of meetings (as above)	Website Notice Boards Hard Copy – contact Clerk	Free Free 10p/sheet + post
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Website Notice Boards Hard Copy – contact Clerk	Free Free 10p/sheet + post
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Hard Copy – contact Clerk	10p/sheet + post
Responses to consultation papers (included in minutes)	Website Notice Boards Hard Copy – contact Clerk	Free Free 10p/sheet + post
Responses to planning applications (included in minutes)	Website Notice Boards Hard Copy – contact Clerk	Free Free 10p/sheet + post
Bye-laws		
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 Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements	Hard Copy – contact Clerk Hard Copy – contact Clerk	10p/sheet + post 10p/sheet + post
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)		
Information security policy		
Records management policies (records retention, destruction and archive)		
Data protection policies		
Schedule of charges (for the publication of information)	Website Notice Boards Hard Copy – contact Clerk	Free Free 10p/sheet + post
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):		
Cemetery Registers	View by appointment with Clerk	per hour (or 15 minute part)
Assets Register	Hard copy – contact Clerk	10p/sheet + post
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)		
Register of members' interests (declarations of interest included in minutes)	Website Notice Boards Hard Copy – contact Clerk	Free Free 10p/sheet + post
Register of gifts and hospitality	Hard copy – contact Clerk	
Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)	(hard copy or website; some information may only be available by inspection)	
Current information only		
Allotments	Hard copy – contact Clerk	10p/sheet + post
Burial grounds and closed churchyards	View by appointment with Clerk	per hour (or 15 minute part)
Community centres and village halls (deeds)	View by appointment with Clerk	per hour (or 15 minute part)
Parks, playing fields and recreational facilities (deeds and leases)	View by appointment with Clerk	per hour (or 15 minute part)
Seating, litter bins, clocks, memorials and lighting (included in minutes)	Website	Free

	Notice Boards Hard Copy – contact Clerk	Free 10p/sheet + post
Bus shelters		
Markets		
Public conveniences		
Agency agreements		
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees):		
Cemetery Fees and Conditions	View by appointment with Clerk	Per hour (or 15 minute part)
Additional Information		
This will provide Councils with the opportunity to publish information that is not itemised in the lists above		

Contact details:

E J Humphreys
Clerc i'r Cyngor / Clerk to the Council
Churchstoke Community Council
2 Rowes Terrace
Plough bank
Montgomery
Powys
SY15 6QD

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 @10p per sheet (black & white)	Actual cost *
	Postage	Actual cost of Royal Mail standard 2 nd class *
Statutory Fee	None	Not applicable
Other	Clerk's time for viewing by appointment	Clerk's hourly rate of pay per hour (or 15 minute part) *. As a guide, the rate for 2008-09 is £9.81 per hour.

* the actual cost incurred by the public authority