

## Information available from St Arvans Community Council (SACC) under the model publication scheme

Information to be published	How the information can be obtained. Photocopying will cost 10p per sheet (black & white) plus postage	
<p><b>Class1 - Who we are and what we do</b> (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>		
Who's who on the Council and its Committees	Hard Copy and/or Website	
Contact details for Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Hard Copy and/or Website	
Location of main Council office and accessibility details	SACC has no office. Please contact clerk	
Staffing structure	One employee: the clerk	

<p><b>Class 2 – What we spend and how we spend it</b>  (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)</p> <p>Current and previous financial year as a minimum</p>		
Annual return form and report by auditor	Hard Copy and/or Website	
Finalised budget	Hard Copy and/or Website	
Precept	Hard Copy and/or Website	
Borrowing Approval letter		
Financial Standing Orders and Regulations	Hard Copy and/or Website	
Grants given and received	Hard Copy and/or Website	
List of current contracts awarded and value of contract		
Members' allowances and expenses	Hard Copy and/or Website	
<p><b>Class 3 – What our priorities are and how we are doing</b>  (Strategies and plans, performance indicators, audits, inspections and reviews)</p>	(hard copy or website)	
Community Plan (current and previous year as a minimum)		
Local charters drawn up in accordance with WAG, OVW & WLGA guidelines	Hard Copy	
<p><b>Class 4 – How we make decisions</b>  (Decision making processes and records of decisions)</p> <p>Current and previous council year as a minimum</p>		
Timetable of meetings (Council, any committee/sub-committee meetings and	Hard Copy and/or Website	

community meetings)		
Agendas of meetings (as above)	Hard Copy and/or Website	
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Hard Copy and/or Website	
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Hard Copy	
Responses to consultation papers	Hard Copy	
Responses to planning applications	Hard Copy and/or Website	
Bye-laws		
<b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities)  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 and/or Website  Hard Copy  Hard Copy and/or Website Hard Copy	
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)	Hard Copy and/or Website	
<b>Class 6 – Lists and Registers</b>  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	
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		
Register of gifts and hospitality	Hard copy	
<b>Class 7 – The services we offer</b> (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		
Burial grounds and closed churchyards		
Community centres and village halls		
Parks, playing fields and recreational facilities		
Seating, litter bins, clocks, memorials and lighting		
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 (eg burial fees)		
<b>Additional Information</b>		
This will provide Councils with the opportunity to publish information that is not itemised in the lists above		

**Contact details:**

Contact clerk; [clerk@starvanscouncil.co.uk](mailto:clerk@starvanscouncil.co.uk)

Tel 01291 626318

**SCHEDULE OF CHARGES**

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

<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b>BASIS OF CHARGE</b>
<b>Disbursement cost</b>	Photocopying @10p per sheet (black & white)	Actual cost *
	Colour Photocopying @50p per sheet	Actual cost
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Statutory Fee</b>		In accordance with the relevant legislation. Please contact clerk

\* the actual cost incurred by the public authority