

Information available from Cungor Cymuned **St Arvans** Community Council (under ICO model publication scheme)

Information to be published	How the information can be obtained (Hard Copy 20p per sheet)
Class1 - Who we are and what we do (Organisational information, structures, locations and contacts)	
Who's who on the Council and its Advisory Groups Outline of Aims This will be current information only.	Notice board Website
Contact details for Clerk and Council members. Name, location, telephone number and email address	Notice board Website
Location of Community Council meeting venue and accessibility details	The Meeting Rooms, St Arvans, Church Lane, NP166EU. Accessible
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 -	
Annual return form and report by auditor	Website, Hard copy
Precept, Finalised budget	Hard Copy
Financial Standing Orders and Regulations	Website, Hard Copy
Grants given and received	Hard Copy
List of current contracts awarded and value of contract	Hard Copy
Members' allowances and expenses	Notice Board, Hard Copy
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews) Current and previous year as a minimum	
Community Plan (current and previous year as a minimum)	LDP Hard Copy
Annual Report (current and previous year as a minimum)	Annual Meeting minutes; Chair Report, HardCopy

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<p>Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum</p>	(hard copy or website)
Timetable of meetings (Council, Advisory Group, Community meetings)	Council Website, Hard Copy
Agendae of meetings (as above)	Website, Notice Board Hard Copy
Minutes of meetings (as above) – n.b. this will exclude information that is properly regarded as private to the meeting.	Website, Notice Board Hard Copy
Reports presented to council meetings – n.b. this will exclude information that is properly regarded as private to the meeting.	Hard Copy
Responses to consultation papers	Hard Copy - minutes
Responses to planning applications	Hard Copy - minutes
<p>Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities). Current information only</p>	(hard copy or website)
Policies and procedures for the conduct of council business: Procedural Standing Orders Advisory Group terms of reference - website Code of Conduct Policy statements	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 and Employment policies Discipline, Dismissal and Grievance policy; Welsh Language Statement Policies and procedures for handling requests for information (FoI) Complaints procedures (including those covering requests for information and operating the publication scheme)	Website, Hard Copy
Information security policy; Privacy Policy	Website, Hard Copy

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Data protection policy including Records Management (records retention, destruction and archive)	Hard Copy, website
Class 6 – Lists and Registers Currently maintained lists and registers only	(hard copy or website)
Assets register	Hard Copy
Register of members' interests	Hard Copy
Register of gifts and hospitality	Hard Copy
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; Burial grounds and closed churchyards; Community centres and village halls; Parks, playing fields and recreational facilities; Bus shelters; Seating, litter bins, memorials and lighting	Hard Copy
Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above	

Contact details: Clerk@starvanscouncil.co.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 @ 20p per sheet (black & white)	Actual cost *
	Photocopying @ 50p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class

* the actual cost incurred by the public authority