**Information available from Peterston super Ely Community Council under the model publication scheme**

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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 only    N.B. Councils should already be publishing as much information as possible about how they can be contacted. | On request to the Clerk to the Council, 10 Manor Park, Llantwit Major. CF61 1RS  Tel. 01446 624486  E-Mail: [council@peterstonsuperely.org](mailto:council@peterstonsuperely.org)  Many of the documents are also available on the Community Council pages of the village website.  [www.peterstonsuperely.org](C:\\Users\\johnd_000\\Downloads\\www.peterstonsuperely.org) | 5 pence per page copied plus postage. In cases where large bulk of papers are requested, a charge may be levied for the time of the Clerk in processing the request. |
| 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 |  |
| Location of main Council office and accessibility details | As above |  |
| Staffing structure | The Council employs a Clerk only |  |
|  |  |  |
| **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 | As above |  |
| Annual return form and report by auditor | As above |  |
| Finalised budget | As above |  |
| Precept | As above |  |
| Borrowing Approval letter | Not applicable |  |
| Financial Standing Orders and Regulations | As above |  |
| Grants given and received | As above |  |
| List of current contracts awarded and value of contract | As above |  |
| Members’ allowances and expenses | As above |  |
|  |  |  |
| **Class 3 – What our priorities are and how we are doing**  (Strategies and plans, performance indicators, audits, inspections and reviews) | As above |  |
| Community Plan (current and previous year as a minimum) | As above |  |
| Local charters drawn up in accordance with WAG, OVW & WLGA guidelines | Not applicable |  |
|  |  |  |
| **Class 4 – How we make decisions**  (Decision making processes and records of decisions)  Current and previous council year as a minimum | As above |  |
| Timetable of meetings (Council, any committee/sub-committee meetings and community meetings) | As above |  |
| Agendas of meetings (as above) | As above |  |
| Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting. | As above |  |
| Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting. | As above |  |
| Responses to consultation papers | As above |  |
| Responses to planning applications | As above |  |
| Bye-laws | Not applicable |  |
|  |  |  |
| **Class 5 – Our policies and procedures**  (Current written protocols, policies and procedures for delivering our services and responsibilities)  Current information only | 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 | As above |  |
| Policies and procedures for the provision of services and about the employment of staff:  Policies and procedures for handling requests for information  Complaints procedures (including those covering requests for information and operating the publication scheme) | As above |  |
| Information security policy- From May 2018 | As above |  |
| Records management policies (records retention, destruction and archive)- From May 2018 | As above |  |
| Data protection and privacy policies – From May 2018 | As above |  |
|  |  |  |
|  |  |  |
| **Class 6 – Lists and Registers**  Currently maintained lists and registers only | As above |  |
| Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice) |  |  |
| Assets Register |  |  |
| Register of members’ interests |  |  |
| Register of gifts and hospitality | None received in past |  |
|  |  |  |
| **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 |  |
| Allotments |  |  |
| Burial grounds |  |  |
| Parks, playing fields and recreational facilities |  |  |
| Seating, litter bins, clocks, memorials and lighting |  |  |
| Bus shelters |  |  |
|  |  |  |

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 @ ..p per sheet (black & white) | 5 pence per copy |
|  | Photocopying @ ..p per sheet (colour) | Actual cost |
|  |  |  |
|  | Postage | Actual cost of Royal Mail standard 2nd class |
|  |  |  |
| **Statutory Fee** |  | None |
|  |  |  |
| **Other** |  | Time of the Clerk for bulk requests |
|  |  |  |

\* the actual cost incurred by the public authority